Library Division SqFt Summary

LIBRARY DIVISION	DIVISION SqFt	Percent of Total
ADMINISTRATION	2,000	3%
AUDIO-VISUAL LIBRARY	2,151	4%
BROWSING	472	1%
CHILDREN'S LIBRARY	12,479	21%
CIRCULATION SERVICES	3,741	6%
F.T.L.C - HOMEWORK CENTER	2,245	4%
F.T.L.C. - CAREER CENTER	917	2%
F.T.L.C. - LITERACY CENTER	1,144	2%
FICTION COLLECTION	2,145	4%
GENERAL BUILDING SERVICES	2,480	4%
LIBRARY ENTRANCE	1,671	3%
LOCAL HISTORY & GENEALOGY	402	1%
NON-FICTION COLLECTION	6,952	11%
PERIODICALS COLLECTION	2,228	4%
PUBLIC MEETING ROOMS	7,894	13%
REFERENCE SERVICES	5,640	9%
STAFF SERVICES	1,619	3%
TECHNICAL SERVICES	195	0%
YOUNG ADULT LIBRARY	4,365	7%

Net Assignable Square Footage:	60,740	100%
Non-Assignable Square Footage (@ 25% of Gross):	20,247	
Gross Square Footage:	**80,987**	

LIBRARY DIVISION Space Name	Dev	NASF Space SqFt /Act	DIVISION SqFt
ADMINISTRATION			**2,000**
Administrative Rest Room		N/A	
Administrative Staff Office		365,	
Branch Manager's Office	< : >	131,	
Business Office		175	
Conference Room		323	
Copy/Printing/Fax		55	
District Clerk (Joint-Use)		105	
District Librarian's Office - Joint-Use Coord.		211	
Kitchenette CS ... vce)		74.	
Reception & Waiting Area		328,	
Regional Manager's Office		233	
AUDIO-VISUAL LIBRARY			**2,151**
Adaptive Technology Visually Disabled		200,	
AV Collection & Seating		1,831	
AV Storage Room		120,	
BROWSING			**472**
New Book Display	(	472,	
CHILDREN'S LIBRARY			**12,479**
Children's AV Collection & Seating		941	
Children's Collection & Seating		2,174	
Children's Desk		264	
Children's Office		142	
Children's OPAC & Entrance		760	
Children's Preschool Play Area		210	
Children's Program Area		1,026	
Children's Reference Collection & Seating		759	
Children's Rest Room		N/A	
Children's Workroom		368	
Custodial Sink & Supply Closet (N		:	
Homework Club		620	
Juvenile Collection & Seating		2,819	
L.I.T.E. Center		965	

LIBRARY DIVISION Space Name	Space SqFt	DIVISION SqFt
CHILDREN'S LIBRARY		<u>12,479</u>
L.I.T.E. Office	221	
Study/Tutoring Room "A"	120	
Study/Tutoring Room "B"	175	
Study/Tutoring Room "C"	150	
Study/Tutoring Room "D"	> 150	
Technology Areas	530	
CIRCULATION SERVICES		<u>3,741</u>
Book Drop	60	
Circulation Desk	620	
Circulation Work Area - 1	> 797	9
Circulation Work Area - 2	>90	2
Circulation Workroom	762	
Drive-up Book Return Window	120	
Information Desk	309	
Pages' Work Area	185	
Self-Check Out Bay	150	
Sorting Area - 1	210	
Sorting Area - 2	232	
Storage/Supply Room	206	
F.T.L.C - HOMEWORK CENTER		<u>2,245</u>
Computer Center	945	
Homework Center	1,184	
Public Rest Rooms	N/A	
Service Desk (FLTC)	116	
F.T.L.C. - CAREER CENTER		<u>917</u>
Career Center	917	
F.T.L.C. - LITERACY CENTER		<u>1,144</u>
Literacy Computer Lab	760	
Literacy Specialist's Office	159	
Literacy Study/Tutoring Area	225	
FICTION COLLECTION		<u>2,145</u>
Fiction Collection & Seating	2,145	

LIBRARY DIVISION Space Name	Space SqFt	DIVISION SqFt
GENERAL BUILDING SERVICES		**2,480**
Bicycle Lockers	200	
Custodial Workroom	160	
Friend's Book Storage & Workroom	420	
General Library Storage Room	1,083	
Loading Dock	N/A	
Mechanical / Electrical/ Elevator Equipment	N/A	
Public Rest Rooms	N/A	
Recycling & Waste Disposal Storage	120	
Shipping & Receiving	351	
Telecommunications/Data	146	
LIBRARY ENTRANCE		**1,671**
Friends' Bookstore	422	
Friend's Coffee Bar	649	
Public Entrance & Lobby	530	
Security Desk	70	
LOCAL HISTORY & GENEALOGY		**402**
Local History Collection & Seating	402	
NON-FICTION COLLECTION		**6,952**
Non-Fiction Collection & Seating	6,952	
PERIODICALS COLLECTION		**2,228**
Back Issue Periodicals	228	
Current Magazine & Newspaper Display & Seating	2,000	
PUBLIC MEETING ROOMS		**7,894**
Auditorium	5,490	
Conference Room	455	
Kitchenette	84	
Meeting Room	1,265	
Public Meeting Rooms Entrance & Lobby	600	
Public Rest Rooms	N/A	
REFERENCE SERVICES		**5,640**
Computer Lab	300	
Conference Room	225	

LIBRARY DIVISION Space Name	Space SqFt	DIVISION SqFt
REFERENCE SERVICES		**5,640**
Copy Center	285	
Custodial Sink & Supply Closet	65	
On-Line Public Access Catalog (OPAC)	400	
Public Rest Rooms	N/A	
Reference Collection & Seating	2,855	
Reference Desk	550	
Reference Workroom	660	
Study/Tutoring Room A	150	
Study/Tutoring Room B	150	
STAFF SERVICES		**1,619**
Custodial Sink & Supply Closet	85	
Kitchenette	138	
Staff Entrance & Lobby	330	
Staff Lounge	1,066	
Staff Restrooms	N/A	
TECHNICAL SERVICES		**195**
Mending & Processing	85	
Technical Services Work Area	110	
YOUNG ADULT LIBRARY		**4,365**
Study/Tutoring Room C	150	
Study/Tutoring Room D	150	
YA Collection & Cyber Café	3,465	
YA Homework Club	600	

Net Assignable Square Footage:		**60,740**
Non-Assignable Square Footage (@ 25% of Gross):		20,247
Gross Square Footage:		**80,987**

LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT SQFT	EXTENDED SQFT	SPACE SqFt	DIVISION SqFt
ADMINISTRATION					**2,000**
ADMINISTRATIVE REST ROOM				N/A	
Commode	5	0	0		
Hand Dryer	2	0	0		
Mirror	2	0	0		
Paper Towel Dispenser	2	0	0		
Sink And Counter	4	0	0		
Soap Dispenser	2	0	0		
Stall	5	0	0		
Urinal	1	0	0		
ADMINISTRATIVE STAFF OFFICE				365	
Chair, Task	5	0	0		
Computer, Staff Desktop	5	0	0		
File Cabinet (Lateral)	5	20	100		
Workstation, Clerical Office System	1	65	65		
Workstation, Clerical Office System	4	50	200		
BRANCH MANAGER'S OFFICE				131	
Chair, Assistant Library Director's	1	0	0		
Chair, Visitor's	2	0	0		
Computer, Staff Desktop	1	0	0		
Credenza	1	25	25		
Desk, Assistant Library Director's	1	70	70		
Lamp, Desk	1	0	0		
Shelving, SF 84"H Wood W/ 6 Shelves	3	12	36		
Telephone Handset	1	0	0		
BUSINESS OFFICE				175	
Chair, Professional's	1	0	0		
Chair, Visitor's	2	15	30		
Computer, Staff Desktop	1	0	0		
Credenza	1	25	25		
Desk, Business Manager's	1	60	60		
File Cabinet (Lateral)	3	20	60		

LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT SQFT	EXTENDED SQFT	SPACE SqFt	DIVISION SqFt
BUSINESS OFFICE				175	
Telephone Handset	1	0	0		
CONFERENCE ROOM				323	
Cabinet, AV Equipment	1	15	15		
Chair, Conference Room	4	12	48		
Chair, Conference Room	12	0	0		
Presentation Center	1	0	0		
Projection Screen, Motorized Ceiling	1	0	0		
Table, Conference	1	260	260		
Telephone Handset	1	0	0		
TV/VCR Player	1	0	0		
COPY/PRINTING/FAX				55	
Bulletin Board	1	0	0		
Collator	1	0	0		
Copier, Color Freestanding	1	35	35		
FAX Machine, Desktop	1	0	0		
Fax Stand	1	20	20		
Printer, Laser (Color)	1	0	0		
DISTRICT CLERK (JOINT-USE)				105	
Chair, Task	1	15	15		
Computer, Staff Desktop	1	0	0		
Workstation, Secretarial Office System	1	90	90		
DISTRICT LIBRARIAN'S OFFICE - JOINT-USE COORD.				211	
Chair, Professional's	1	0	0		
Chair, Visitor's	4	0	0		
Computer, Staff Desktop	1	0	0		
Credenza	1	25	25		
Desk, Professional	1	50	50		
Shelving, SF 84"H Wood W/ 6 Shelves	3	12	36		
Table, Conference	1	100	100		
Telephone Handset	1	0	0		
KITCHENETTE				74	
Cabinets, Above Counter	6	0	6		
Cabinets, Below Counter	6	5	30		
Microwave Oven	1	0	0		

LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT SQFT	EXTENDED SQFT	SPACE SqFt	DIVISION SqFt
KITCHENETTE				74	
Paper Towel Dispenser	1	0	0		
Refrigerator	1	20	20		
Sink	1	18	18		
Telephone Handset	1	0	0		
RECEPTION & WAITING AREA				328	
Chair, Lounge	4	35	140		
Chair, Task	1	0	0		
Computer, Staff Desktop	1	0	0		
File Cabinet (Lateral)	3	20	60		
Lamp, Table	2	0	0		
Queing Area	4	6	24		
Table, End	2	12	24		
Telephone Handset	1	0	0		
Workstation, Reception Desk	1	80	80		
REGIONAL MANAGER'S OFFICE				233	
Chair, Department Head's	1	0	0		
Chair, Visitor's	4	0	0		
Computer, Staff Portable	1	0	0		
Credenza	1	25	25		
Desk, Professional	1	60	60		
Lamp, Desk	1	0	0		
Shelving, SF 84"H Wood W/ 6 Shelves	4	12	48		
Table, Conference	1	100	100		
Telephone Handset	1	0	0		

AUDIO-VISUAL LIBRARY

2,151

	UNIT QTY	UNIT SQFT	EXTENDED SQFT	SPACE SqFt	DIVISION SqFt
ADAPTIVE TECHNOLOGY VISUALLY DISABLED				200	
Chair, Technology Workstation	3	0	0		
Computer, Public Desktop	3	0	0		
Workstation, AV Counter	2	100	200		
AV COLLECTION & SEATING				1,831	
Audio Cassette Tape Player/Recorder	2	0	0		
CD Player	2	0	0		
Chair, Reader's	8	15	120		
Chair, Technology Workstation	8	15	120		

LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT SQFT	EXTENDED SQFT	SPACE SqFt	DIVISION SqFt
AV COLLECTION & SEATING				1,831	
Computer, OPAC (On-Line Public Access) Desktop	2	10	20		
Computer, Public Desktop	7	0	0		
Computer, Public Desktop Spanish Language	1	0	0		
DVD Player	3	0	0		
Headphone, AV	10	0	0		
Lamp, Table	4	0	0		
Table, Reader's	2	100	200		
Video Cassette Player/Recorder	3	0	0		
Workstation, Technology Carrel	8	45	360		
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves	12	12	144		
1,800 Audiobook Cassette					
Audio Cassette SF 66" Shelving Unit W/ 4 Zig-Zag Shelvs	8	12	96		
945 Audio Cassette					
Audio CD SF 66" Shelving W/ 4 Sliding Browser Boxes	6	15	90		
2,250 Audio Compact Disk (CD)					
CD-ROM SF Shelving Unit W/ 4 Sliding Browser Boxes	1	12	12		
200 CD-ROM					
DVD Flip File Browser	21	25	525		
6,600 DVD					
Video Cassette SF 66" Shelving Unit W/ 4 Divider Shelvs	12	12	144		
1,320 Video Cassette					
AV STORAGE ROOM				120	
Cabinet, AV Media Storage	4	30	120		

BROWSING   <u>472</u>

	UNIT QTY	UNIT SQFT	EXTENDED SQFT	SPACE SqFt	DIVISION SqFt
NEW BOOK DISPLAY				472	
Chair, Lounge	6	35	210		
Table, Reader's	1	100	100		
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves	4	18	72		
54 New Books (Face Out)					
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves	5	18	90		
539 New Books					

CHILDREN'S LIBRARY   <u>12,479</u>

	UNIT QTY	UNIT SQFT	EXTENDED SQFT	SPACE SqFt	DIVISION SqFt
CHILDREN'S AV COLLECTION & SEATING				941	
CD/Cassette Tape Player	2	0	0		
Chair, Child's Lounge	6	20	120		
Chair, Lounge	7	35	245		

LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT SQFT	EXTENDED SQFT	SPACE SqFt	DIVISION SqFt
CHILDREN'S AV COLLECTION & SEATING				941	
Chair, Technology Workstation	8	0	0		
Computer, OPAC (On-Line Public Access) Desktop	2	0	0		
Computer, Public Desktop	5	0	0		
Computer, Public Desktop Spanish Language	1	0	0		
DVD Player	4	0	0		
Headphone, AV	8	0	0		
Table, End	4	10	40		
Video Cassette Player/Recorder	1	0	0		
Workstation, Technology Carrel	8	40	320		
Audio Cassette SF 66" Shelving Unit W/ 4 Zig-Zag Shelvs	3	12	36		
300 Audio Cassette					
Audio CD SF 66" Shelving W/ 4 Sliding Browser Boxes	2	12	24		
390 Audio Compact Disk (CD)					
CD-ROM SF Shelving Unit W/ 4 Sliding Browser Boxes	1	12	12		
200 CD-ROM					
DVD SF Shelving Unit W/ 4 Sliding Browser Boxes	8	15	120		
2,720 DVD					
Video Cassette SF 66" Shelving Unit W/ 4 Divider Shelvs	2	12	24		
118 Video Cassette					
CHILDREN'S COLLECTION & SEATING				2,174	
Chair, Child's	44	0	0		
Table, Children's	4	80	320		
Table, Children's Slant Top	3	90	270		
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves	17	24	408		
6,006 Children's Easy Readers					
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves	47	12	564		
8,406 Children's Spanish Language					
36" Aisle SF 60"H Steel Shelving W/ 4 Shelves	34	18	612		
8,002 Children's Picture Books					
CHILDREN'S DESK				264	
Book Truck	2	10	20		
Chair, Task	2	0	0		
Computer, Staff Desktop	2	0	0		
Printer, Ink-Jet (B&W)	1	0	0		
Queuing Space (Per Person)	10	6	60		
Shelving, SF 45"H Steel W/ 3 Shelves	2	12	24		
Telephone Handset	2	0	0		
Workstation, Children's Desk	2	80	160		

LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT SQFT	EXTENDED SQFT	SPACE SqFt	DIVISION SqFt
CHILDREN'S OFFICE				142	
Bulletin Board	1	0	0		
Chair, Department Head's	1	0	0		
Chair, Visitor's	2	15	30		
Computer, Staff Desktop	1	0	0		
Desk, Professional	1	80	80		
File Cabinet (Lateral)	1	20	20		
Shelving, SF 90"H Steel W/ 7 Shelves	1	12	12		
Telephone Handset	1	0	0		
CHILDREN'S OPAC & ENTRANCE				760	
Computer, OPAC (On-Line Public Access) Desktop	5	0	0		
Computer, OPAC Desktop Spanish Language	1	0	0		
Lockers, Children's	10	5	50		
Printer, Ink-Jet (B&W)	1	0	0		
Queing Area	25	20	500		
Workstation, Technology Carrel	6	35	210		
CHILDREN'S PRESCHOOL PLAY AREA				210	
Chair, Child's	6	15	90		
Educational Play Module	3	30	90		
Table, End	3	10	30		
CHILDREN'S PROGRAM AREA				1,026	
AV & Storage Room	2	50	100		
AV/Technology Equipment Cart, Large	1	15	15		
Cabinet, AV Equipment	1	15	15		
CD/Cassette Tape Player	1	0	0		
Chair, Child's Stacking	75	5	375		
Chair, Rocking	1	20	20		
Dolly, Chair	2	10	20		
Dolly, Table	2	24	48		
DVD Player	1	0	0		
Paper Towel Dispenser	1	0	0		
Projection Screen, Motorized Ceiling	1	0	0		
Projector, Ceiling Mounted AV	1	0	0		
Puppet Theater	1	40	40		
Sign, Announcement	1	0	0		
Sink	1	18	18		
Soap Dispenser	1	0	0		

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT SQFT	EXTENDED SQFT	SPACE SqFt	DIVISION SqFt
CHILDREN'S PROGRAM AREA				1,026	
Table, Meeting Room	7	0	0		
TV Monitor, 60" Large Screen	1	25	25		
TV/VCR Player	1	0	0		
Video Cassette Player/Recorder	1	0	0		
White Board	1	0	0		
Workstation, Children's Craft Counter	1	350	350		
CHILDREN'S REFERENCE COLLECTION & SEATING				759	
Atlas Case	1	25	25		
Chair, Juvenile	8	0	0		
Chair, Technology Workstation	10	0	0		
Computer, OPAC (On-Line Public Access) Desktop	3	0	0		
Computer, OPAC Desktop Spanish Language	1	0	0		
Computer, Public Desktop	5	0	0		
Computer, Public Desktop Spanish Language	1	0	0		
Copier, B&W Freestanding	1	100	100		
Dictionary Table Top Stand	1	80	80		
Table, Juvenile	2	75	150		
Workstation, Technology Carrel	10	35	350		
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves	3	18	54		
157 Children's Reference					
CHILDREN'S REST ROOM				N/A	
Commode	3	0	0		
Diaper Changing Counter	2	0	0		
Mirror	2	0	0		
Paper Towel Dispenser	2	0	0		
Sink And Counter	2	0	0		
Soap Dispenser	2	0	0		
Urinal	1	0	0		
CHILDREN'S WORKROOM				368	
Book Truck	3	10	30		
Bulletin Board	1	0	0		
Cabinets, Above Counter	12	0	12		
Cabinets, Below Counter	12	0	0		
Chair, Task	3	15	45		
Computer, Staff Desktop	3	0	0		
FAX Machine, Desktop	1	0	0		

LIBRARY DIVISION

CHILDREN'S WORKROOM				368	
Flat File	1	50	50		
Paper Towel Dispenser	1	0	0		
Printer, Ink-Jet (Color)	1	0	0		
Shelving, SF 60"H Steel W/ 5 Shelves	2	12	24		
Sink	1	18	18		
Soap Dispenser	1	0	0		
Storage Cabinet	2	18	36		
Supply Cabinet	2	18	36		
Telephone Handset	3	0	0		
White Board	1	0	0		
Workstation, Clerical Counter	3	35	105		
36" Aisle SF 90"H Steel Shelving W/ 6 Shelves	1	12	12		
176 Children's Back Issue Magazines					
CUSTODIAL SINK & SUPPLY CLOSET				85	
Carpet Cleaning Machine	1	0	0		
Cleaning Cart	1	15	15		
Garbage Bin, Interior	1	0	0		
Mop Bucket	1	5	5		
Shelving, Industrial	5	10	50		
Sink, Mop	1	15	15		
Vacuum Cleaner, Dry Upright	1	0	0		
HOMEWORK CLUB				620	
Book Truck	1	10	10		
Chair, Juvenile	10	0	0		
Chair, Technology Workstation	6	0	0		
Computer, Public Desktop	6	0	0		
Copier, B&W Freestanding	1	50	50		
Printer, Laser (B&W)	1	0	0		
Table, Juvenile	1	100	100		
Table, Juvenile	1	90	90		
Workstation, Group Study Counter	2	65	130		
Workstation, Technology Carrel	6	40	240		
JUVENILE COLLECTION & SEATING				2,819	
Chair, Juvenile	36	0	0		
Chair, Juvenile Lounge	6	25	150		
Chair, Technology Workstation	5	0	0		

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT SQFT	EXTENDED SQFT	SPACE SqFt	DIVISION SqFt
JUVENILE COLLECTION & SEATING				2,819	
Computer, OPAC (On-Line Public Access) Desktop	2	0	0		
Computer, Public Desktop	2	0	0		
Computer, Public Desktop Spanish Language	1	0	0		
Table, End	3	10	30		
Table, Juvenile	5	80	400		
Table, Juvenile	4	75	300		
Workstation, Technology Carrel	5	35	175		
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	12	24	288		
4,495 Juvenile Fiction					
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	39	24	936		
14,999 Juvenile Non-Fiction					
36" Aisle SF 45"H Magazine Display Shelving W/ 2 Shelvs	3	12	36		
15 Children's Current Magazines					
Paperback SF 66" Shelving Unit W/ 5 Divider Shelves	28	18	504		
4,873 Children's Paperbacks					
L.I.T.E. CENTER				965	
Chair, Child	9	0	0		
Chair, Task	5	15	75		
Computer, Public Desktop	1	10	10		
Educational Play Module	9	75	675		
Stool, Child's	7	0	0		
Table, Children's Play	1	55	55		
TV/VCR Player	1	0	0		
Workstation, Children's Craft Counter	1	120	120		
Workstation, Technology Counter	1	30	30		
L.I.T.E. OFFICE				221	
Chair, Task	1	0	0		
Chair, Visitor's	4	0	0		
Computer, Staff Desktop	1	0	0		
Credenza	1	25	25		
Desk, Professional	1	60	60		
Printer, Ink-Jet (B&W)	1	0	0		
Shelving, SF 84"H Steel W/ 6 Shelves	3	12	36		
Table, Conference	1	100	100		
STUDY/TUTORING ROOM "A"				120	
Chair, Group Study	4	0	0		
Table, Group Study	1	120	120		

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT SQFT	EXTENDED SQFT	SPACE SqFt	DIVISION SqFt
STUDY/TUTORING ROOM "A"				120	
White Board	1	0	0		
STUDY/TUTORING ROOM "B"				175	
Chair, Group Study	6	0	0		
Table, Group Study	1	175	175		
White Board	2	0	0		
STUDY/TUTORING ROOM "C"				150	
Chair, Group Study	6	20	120		
Chair, Instructor	1	30	30		
White Board	1	0	0		
STUDY/TUTORING ROOM "D"				150	
Chair, Group Study	6	0	0		
Chair, Instructor	1	30	30		
Chair, Technology Workstation	1	0	0		
Computer, Public Desktop	1	0	0		
White Board	1	0	0		
Workstation, Technology Carrel	1	120	120		
TECHNOLOGY AREAS				530	
Chair, Task	15	0	0		
Computer, Public Desktop	13	0	0		
Computer, Public Desktop Spanish Language	2	0	0		
Printer, Laser (B&W)	1	0	0		
Table, Work	1	50	50		
Workstation, Technology Counter	8	60	480		

CIRCULATION SERVICES <div style="text-align:right">3,741</div>

BOOK DROP				60	
AV Bin, Depressible	1	20	20		
Book Bin, Depressible	2	20	40		
CIRCULATION DESK				620	
Bar Code Reader, Hand Held	5	0	0		
Cash Register	1	0	0		
Chair, Task	5	0	0		
Computer, Staff Desktop	5	0	0		

LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT SQFT	EXTENDED SQFT	SPACE SqFt	DIVISION SqFt
CIRCULATION DESK				620	
Demagnitizer/Desensitizer	5	0	0		
Printer, Ink-Jet (B&W)	1	0	0		
Printer, Receipt	5	0	0		
Queuing Space (Per Person)	30	6	180		
Security Gates, Book Theft Detection System	2	35	70		
Telephone Central Station	1	0	0		
Telephone Handset	5	0	0		
Telephone Headset	2	0	0		
Workstation, Circulation Check Out Desk	4	80	320		
Workstation, Circulation Patron Registration Desk	1	50	50		
CIRCULATION WORK AREA - 1				797	
Book Truck	20	10	200		
Bulletin Board	1	0	0		
Chair, Task	8	0	0		
Computer, Staff Portable	4	0	0		
Demagnitizer/Desensitizer	4	0	0		
Printer, Ink-Jet (B&W)	1	0	0		
Shelving, SF 90"H Steel W/ 7 Shelves	11	12	132		
Table, Work	2	120	240		
Workstation, Clerical Counter	4	40	160		
Workstation, Preparation Counter	1	65	65		
CIRCULATION WORK AREA - 2				90	
Chair, Task	2	0	0		
Clock	1	0	0		
Copier, B&W Freestanding	1	50	50		
Sink	1	0	0		
Telephone Handset	2	0	0		
Workstation, Mending Counter	1	40	40		
CIRCULATION WORKROOM				762	
Book Truck	7	10	70		
Bulletin Board	1	0	0		
Cabinets, Above Counter	12	0	12		
Cabinets, Below Counter	12	0	0		
Chair, Task	10	0	0		
Clock	1	0	0		
Computer, Staff Desktop	2	0	0		

LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT SQFT	EXTENDED SQFT	SPACE SqFt	DIVISION SqFt
CIRCULATION WORKROOM				762	
Desk, Circulation	4	120	480		
Telephone Handset	2	0	0		
White Board	1	0	0		
Workstation, Circulation Check In Counter	3	40	120		
Workstation, Technology Carrel	2	40	80		
DRIVE-UP BOOK RETURN WINDOW				120	
Drive-up Book Return Window	1	120	120		
INFORMATION DESK				309	
Chair, Lounge	4	35	140		
Chair, Task	1	15	15		
Chair, Visitor's	2	15	30		
Computer, Staff Desktop	1	0	0		
Printer, Ink-Jet (B&W)	1	0	0		
Table, End	2	10	24		
Table, Lamp	2	0	0		
Workstation, Circulation Fines & Fees Desk	2	50	100		
PAGES' WORK AREA				185	
Book Truck	10	10	100		
Bulletin Board	2	0	0		
Chair, Task	1	15	15		
Workstation, Preparation Counter	1	70	70		
SELF-CHECK OUT BAY				150	
Self Check-Out Counter	3	50	150		
Self Check-Out Machine	3	0	0		
SORTING AREA - 1				210	
Book Truck	6	10	60		
Workstation, Sorting Counter	3	50	150		
SORTING AREA - 2				232	
Shelving, SF 90"H Steel W/ 7 Shelves	16	12	192		
Workstation, Sorting Counter	1	40	40		
STORAGE/SUPPLY ROOM				206	
Book Truck	5	10	50		

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT SQFT	EXTENDED SQFT	SPACE SqFt	DIVISION SqFt
STORAGE/SUPPLY ROOM				206	
Shelving, SF 90"H Steel W/ 7 Shelves	4	12	48		
Stool, Kick-Step	1	0	0		
Storage Cabinet	3	18	54		
Supply Cabinet	3	18	54		

F.T.L.C - HOMEWORK CENTER

2,245

	UNIT QTY	UNIT SQFT	EXTENDED SQFT	SPACE SqFt	DIVISION SqFt
COMPUTER CENTER				945	
AV & Storage Room	1	50	50		
AV/Technology Equipment Cart, Small	1	10	10		
Chair, Technology Workstation Task	25	0	0		
Computer, Public Desktop	24	0	0		
Computer, Staff Desktop	1	0	0		
Printer, Laser (Color)	1	15	15		
Projection Screen, Motorized Ceiling	1	0	0		
Projector, Data Desktop	1	0	0		
White Board	1	0	0		
White Board, Electronic	1	0	0		
Workstation, Computer Training	12	60	720		
Workstation, Comupter Training	1	150	150		
HOMEWORK CENTER				1,184	
Chair, Group Study	20	0	0		
Chair, Technology Workstation	12	0	0		
Computer, Public Desktop	10	0	0		
Computer, Public Desktop Spanish Language	2	0	0		
Copier	1	50	50		
Copier	1	50	50		
Printer, Laser (B&W)	1	0	0		
Printer, Laser (Color)	1	0	0		
Shelving, SF 90" H Steel W/7 Shelves	7	12	84		
Table, Reader's	5	100	500		
Table, Work	1	20	20		
Workstation, Technology Carrel	12	40	480		
PUBLIC REST ROOMS				N/A	
Commode	6	0	0		
Diaper Changing Counter	2	0	0		
Hand Dryer	2	0	0		

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT SQFT	EXTENDED SQFT	SPACE SqFt	DIVISION SqFt
PUBLIC REST ROOMS				N/A	
Mirror	2	0	0		
Paper Towel Dispenser	2	0	0		
Sink And Counter	4	0	0		
Soap Dispenser	2	0	0		
Stall	6	0	0		
Urinal	2	0	0		
SERVICE DESK (FLTC)				116	
Chair, Task	1	0	0		
Computer, Staff Desktop	1	0	0		
Printer, Ink-Jet (B&W)	1	0	0		
Queing Area	6	6	36		
Telephone Handset	1	0	0		
Workstation, Homework Center Desk	1	80	80		

F.T.L.C. - CAREER CENTER

917

	UNIT QTY	UNIT SQFT	EXTENDED SQFT	SPACE SqFt	DIVISION SqFt
CAREER CENTER				917	
Chair, Lounge	9	35	315		
Chair, Task	8	15	120		
Chair, Technology Workstation	4	0	0		
Computer, Public Desktop	3	0	0		
Computer, Public Desktop Spanish Language	1	0	0		
Rack, Literature Display Handout	4	15	60		
Table, Coffee	1	50	50		
Table, End	1	12	12		
Table, Lamp	2	0	0		
Table, Reader's	2	100	200		
Telephone Handset	1	0	0		
Workstation, Technology Carrel	4	40	160		

F.T.L.C. - LITERACY CENTER

1,144

	UNIT QTY	UNIT SQFT	EXTENDED SQFT	SPACE SqFt	DIVISION SqFt
LITERACY COMPUTER LAB				760	
Chair, Technology Workstation Task	19	0	0		
Computer, Public Desktop	19	0	0		
Printer, Laser (Color)	1	0	0		
Projection Screen, Motorized Ceiling	1	0	0		
Projector, Data Desktop	1	0	0		
TV/VCR Player	1	0	0		

LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT SQFT	EXTENDED SQFT	SPACE SqFt	DIVISION SqFt
LITERACY COMPUTER LAB				760	
White Board	1	0	0		
Workstation, Technology Carrel	19	40	760		
LITERACY SPECIALIST'S OFFICE				159	
Chair, Supervisor's	1	0	0		
Chair, Visitor's	2	5	10		
Computer, Public Desktop	1	0	0		
Credenza	1	25	25		
Desk, Professional	1	100	100		
Printer, Ink-Jet (B&W)	1	0	0		
Shelving, SF 90" H Steel W/7 Shelves	2	12	24		
LITERACY STUDY/TUTORING AREA				225	
Carrel, Tutoring Wood	2	25	50		
Chair, Reader's	6	0	0		
Chair, Technology Workstation	2	0	0		
Computer, Public Desktop	2	0	0		
Printer, Ink-Jet (B&W)	1	0	0		
Table, Conference	1	120	120		
White Board	1	0	0		
Workstation, Literacy Tutoring Counter	1	55	55		

FICTION COLLECTION   2,145

FICTION COLLECTION & SEATING				2,145	
Chair, Lounge	8	35	280		
Chair, Reader's	12	0	0		
Chair, Technology Workstation	5	0	0		
Computer, OPAC (On-Line Public Access) Desktop	2	0	0		
Computer, Public Desktop	3	0	0		
Computer, Public Desktop Spanish Language	2	0	0		
Lamp, Table	3	0	0		
Printer, Ink-Jet (B&W)	1	0	0		
Stool, Kick-Step	5	0	0		
Table, Coffee	1	45	45		
Table, Reader's	3	100	300		
Workstation, Technology Carrel	5	40	200		
36" Aisle DF 84"H Steel Shelving W/ 12 Shelves	52	18	936		

14,023 Fiction

LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT SQFT	EXTENDED SQFT	SPACE SqFt	DIVISION SqFt
FICTION COLLECTION & SEATING				2,145	
36" Aisle SF 84"H Steel Shelving W/ 7 Shelves	12	12	144		
1,993 Large Print					
Paperback SF 66" Shelving Unit W/ 5 Divider Shelves	20	12	240		
3,502 Paperbacks					

GENERAL BUILDING SERVICES   2,480

	UNIT QTY	UNIT SQFT	EXTENDED SQFT	SPACE SqFt	DIVISION SqFt
BICYCLE LOCKERS				200	
Net Square Feet	1	200	200		
CUSTODIAL WORKROOM				160	
Chair, Task	1	0	0		
Desk, Custodial	1	55	55		
Telephone Handset	1	0	0		
Workbench, Custodial	15	7	105		
FRIEND'S BOOK STORAGE & WORKROOM				420	
Bulletin Board	2	0	0		
Cabinets, Above Counter	6	0	6		
Cabinets, Below Counter	6	0	0		
Chair, Task	8	0	0		
Coffee Maker/Urn	1	0	0		
Shelving, SF 90"H Steel W/ 7 Shelves	13	12	156		
Sink	1	18	18		
Soap Dispenser	1	0	0		
Table, Work	2	120	240		
GENERAL LIBRARY STORAGE ROOM				1,083	
Shelving, Industrial	13	15	195		
Storage Cabinet	3	18	54		
Storage Cage	6	100	600		
Supply Cabinet	13	18	234		
LOADING DOCK				N/A	
MECHANICAL / ELECTRICAL/ ELEVATOR EQUIPMENT				N/A	
PUBLIC REST ROOMS				N/A	
Commode	9	0	0		

LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT SQFT	EXTENDED SQFT	SPACE SqFt	DIVISION SqFt
PUBLIC REST ROOMS				N/A	
Diaper Changing Counter	2	0	0		
Mirror	2	0	0		
Paper Towel Dispenser	2	0	0		
Sink And Counter	6	0	0		
Soap Dispenser	2	0	0		
Stall	9	0	0		
Urinal	3	0	0		
RECYCLING & WASTE DISPOSAL STORAGE				120	
Recycle Bin	8	15	120		
SHIPPING & RECEIVING				351	
Bulletin Board	1	0	0		
Chair, Task	2	0	0		
Hand Truck	1	4	4		
Ladder, Step	1	2	2		
Mailbox	1	0	0		
Postage Meter/Scale	1	0	0		
Shelving, Industrial	15	15	225		
Stool	1	0	0		
Workstation, Inter-Branch Sorting Counter	1	50	50		
Workstation, Shipping & Receiving Counter	1	70	70		
Wrapping Paper Dispenser, Counter Top	1	0	0		
TELECOMMUNICATIONS/DATA				146	
Rack, Computer / Communications Equipment	3	30	90		
Telecommunications Backboard	2	28	56		
Telecommunications Equipment/Hub / Multiplexer	1	0	0		
Telephone Handset	1	0	0		
Uninterruptable Power Supply (UPS), Multiple Devices	2	0	0		

LIBRARY ENTRANCE   1,671

FRIENDS' BOOKSTORE				422	
Case, Merchandise Display	5	35	175		
Cash Register	1	0	0		
Chair, Task	1	15	15		
Computer, Staff Desktop	1	0	0		
Desk, Friend's	2	20	40		

LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT SQFT	EXTENDED SQFT	SPACE SqFt	DIVISION SqFt
FRIENDS' BOOKSTORE				422	
Printer, Ink-Jet (B&W)	1	0	0		
Queing Area	4	6	24		
Shelving, SF 84"H Steel W/ 6 Shelves	14	12	168		
FRIEND'S COFFEE BAR				649	
Cabinets, Below Counter	15	0	0		
Cappuccino Machine	1	0	0		
Case, Merchandise Display	1	35	35		
Cash Register	1	0	0		
Chair, Café	18	0	0		
Coffee Bar Cart	1	100	100		
Coffee Maker/Urn	1	0	0		
Coffee Thermos	4	0	0		
Cold Drink Dispenser	1	0	0		
Computer, Staff Desktop	1	0	0		
Cutting Board, Kitchen	1	0	0		
Dishwasher	1	12	12		
Garbage Bin, Interior	1	15	15		
Hot Water Urn	1	0	0		
Printer, Receipt	1	0	0		
Refrigerator	1	20	20		
Restroom	1	80	80		
Safe, Floor	1	0	0		
Sign, Announcement	1	0	0		
Sink	1	18	18		
Soap Dispenser	1	0	0		
Storage Cabinet	2	18	36		
Stove Top, Electric	1	15	15		
Supply Cabinet	1	18	18		
Table, Café	2	60	120		
Table, Café	5	10	50		
Workstation, Coffee Shop Counter	2	0	0		
Workstation, Coffee Shop Service Counter	1	75	75		
Workstation, Food Preparation Counter	1	55	55		
PUBLIC ENTRANCE & LOBBY				530	
Art Work	1	0	0		
Case, In-Wall Display	5	10	50		
Directory	1	0	0		

LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT SQFT	EXTENDED SQFT	SPACE SqFt	DIVISION SqFt
PUBLIC ENTRANCE & LOBBY				530	
Drinking Fountain	2	0	0		
Plaque, Dedication	2	0	0		
Queing Area	80	6	480		
Sign, Announcement	1	0	0		
Telephones, Public Pay (2 Heights)	1	0	0		
SECURITY DESK				70	
Chair, Task	1	15	15		
Computer, Staff Desktop	1	0	0		
Desk, Security	1	55	55		

LOCAL HISTORY & GENEALOGY   402

LOCAL HISTORY COLLECTION & SEATING				402	
Case, Floor Display	2	30	60		
Chair, Reader's	8	0	0		
Chair, Technology Workstation	1	0	0		
Clock	1	0	0		
Computer, Public Desktop	1	0	0		
Printer, Ink-Jet (B&W)	1	0	0		
Table, Reader's	2	100	200		
Waste Basket	1	4	4		
Workstation, Technology Counter,	1	30	30		
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves	9	12	108		

      1,474 Local History

NON-FICTION COLLECTION   6,952

NON-FICTION COLLECTION & SEATING				6,952	
Carrel, Reader's Wood	10	40	400		
Chair, Lounge	50	35	1,750		
Chair, Reader's	18	0	0		
Chair, Technology Workstation Task	5	0	0		
Computer, OPAC (On-Line Public Access) Desktop	2	0	0		
Computer, OPAC Desktop Spanish Language	2	0	0		
Computer, Public Desktop	3	0	0		
Computer, Public Desktop Spanish Language	2	0	0		
Printer, Ink-Jet (B&W)	1	0	0		
Stool, Kick-Step	5	0	0		
Table, Café	2	10	20		

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT SQFT	EXTENDED SQFT	SPACE SqFt	DIVISION SqFt
NON-FICTION COLLECTION & SEATING				6,952	
Table, Coffee	4	10	40		
Table, Coffee	6	20	120		
Table, Reader's	2	100	200		
Workstation, Technology Carrel	5	40	200		
36" Aisle DF 84"H Steel Shelving W/ 12 Shelves	133	22	2,926		
38,020 Non-Fiction					
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves	38	12	456		
4,523 Spanish Language (Low Shelving)					
36" Aisle SF 84"H Steel Shelving W/ 7 Shelves	70	12	840		
11,730 Spanish Language					
PERIODICALS COLLECTION					**2,228**
BACK ISSUE PERIODICALS				228	
36" Aisle SF 90"H Back Issue Newspaper Unit W/ 6 Shelvs	19	12	228		
5,196 Back Issue Magazines					
CURRENT MAGAZINE & NEWSPAPER DISPLAY & SEATING				2,000	
Chair, Lounge	24	50	1,200		
Chair, Reader's	8	0	0		
Computer, OPAC (On-Line Public Access) Desktop	1	0	0		
Computer, OPAC Desktop Spanish Language	1	0	0		
Lamp, Table	2	0	0		
Table, End	2	10	20		
Table, Reader's	2	150	300		
36" Aisle DF 66"H Magazine Display Shelving W/ 6 Shelvs	24	18	432		
430 Current Magazines					
36" Aisle SF 66"H Newspaper Display Shelving W/ 3 Shelv	4	12	48		
35 Current Newspapers					
PUBLIC MEETING ROOMS					**7,894**
AUDITORIUM				5,490	
Audio Amplifier	1	0	0		
Audio Cassette Tape Player/Recorder	1	0	0		
Audio Pre-Amplifier	1	0	0		
Audio Receiver	1	0	0		
AV & Storage Room	1	100	100		
Cabinet, AV Equipment	1	15	15		
Cabinet, AV Media Storage	1	25	25		
CD/Cassette Tape Player	1	0	0		

LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT SQFT	EXTENDED SQFT	SPACE SqFt	DIVISION SqFt
AUDITORIUM				5,490	
Chair, (Auditorium Reserved Space For Wheelchair)	6	25	150		
Chair, Auditorium	330	10	3,300		
Chair, Auditorium (Removable)	6	10	60		
Clock	1	0	0		
Easel	1	30	30		
Flip Chart W/ Stand	1	30	30		
Green Room	4	160	640		
Lectern (w/ Space For A Portable Computer)	2	60	120		
Projection Screen, Motorized Ceiling	2	0	0		
Projector, Ceiling Mounted AV	2	0	0		
Rack, AV Equipment	1	10	10		
Stage	1	520	520		
Stage, Portable	1	440	440		
TV Monitor, 60" Large Screen	2	25	50		
Video Cassette Player/Recorder	1	0	0		
CONFERENCE ROOM				455	
AV/Technology Equipment Cart, Large	1	15	15		
Chair, Conference Room	12	0	0		
Clock	1	0	0		
Coat & Hat Rack	1	20	20		
Preparation/Rest Room	1	100	100		
Projection Screen, Motorized Ceiling	1	0	0		
Table, Conference	4	80	320		
Telephone Handset	1	0	0		
White Board	1	0	0		
KITCHENETTE				84	
Bulletin Board	1	0	0		
Cabinets, Above Counter	12	0	12		
Cabinets, Below Counter	6	2	12		
Coffee Maker/Urn	4	0	0		
Coffee Thermos	8	0	0		
Hot Water Urn	4	0	0		
Microwave Oven	1	0	0		
Paper Towel Dispenser	1	0	0		
Refrigerator	1	20	20		
Sink	1	0	0		
Soap Dispenser	1	0	0		

LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT SQFT	EXTENDED SQFT	SPACE SqFt	DIVISION SqFt
KITCHENETTE				84	
Workstation, Food Preparation Counter	1	40	40		
MEETING ROOM				1,265	
Audio Teleconferencing System	2	0	0		
AV & Storage Room	2	100	200		
Cabinet, AV Equipment	4	15	60		
Chair, Conference Room	60	12	720		
Lectern (w/ Space For A Portable Computer)	1	60	60		
Presentation Center	2	0	0		
Table, Conference	10	20	200		
TV Monitor, 60" Large Screen	1	25	25		
PUBLIC MEETING ROOMS ENTRANCE & LOBBY				600	
Case, In-Wall Display	3	0	0		
Drinking Fountain	1	0	0		
Queing Area	100	6	600		
PUBLIC REST ROOMS				N/A	
Commode	14	0	0		
Diaper Changing Counter	2	0	0		
Hand Dryer	2	0	0		
Mirror	2	0	0		
Paper Towel Dispenser	2	0	0		
Sink And Counter	6	0	0		
Soap Dispenser	4	0	0		
Stall	14	0	0		
Urinal	3	0	0		
REFERENCE SERVICES					**5,640**
COMPUTER LAB				300	
Chair, Technology Workstation Task	10	0	0		
Computer, Public Desktop	8	0	0		
Computer, Public Desktop Spanish Language	2	0	0		
Printer, Laser (Color)	1	0	0		
White Board	1	0	0		
Workstation, Technology Counter	10	30	300		

LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT SQFT	EXTENDED SQFT	SPACE SqFt	DIVISION SqFt
CONFERENCE ROOM				225	
Cabinets, Below Counter	10	3	30		
Chair, Conference Room	8	0	0		
Presentation Center	1	0	0		
Projection Screen, Wall Mounted	1	0	0		
Table, Conference	1	195	195		
COPY CENTER				285	
Bulletin Board	1	0	0		
Cabinets, Below Counter	10	0	0		
Change Machine (Bill & Coin)	1	0	0		
Copier, B&W Freestanding	3	50	150		
Copier, Color Freestanding	1	50	50		
FAX Machine, Desktop Coin-Operated	1	0	0		
Rack, Literature Display Handout	2	0	0		
Recycle Bin	1	15	15		
Stamp Machine, Postal	1	0	0		
Workstation, Preparation Counter	1	70	70		
CUSTODIAL SINK & SUPPLY CLOSET				65	
Cleaning Cart	1	15	15		
Ladder, Step	1	0	0		
Mop Bucket	1	5	5		
Shelving, Industrial	2	15	30		
Sink, Mop	1	15	15		
ON-LINE PUBLIC ACCESS CATALOG (OPAC)				400	
Chair, Technology Workstation	10	0	0		
Computer, OPAC (On-Line Public Access) Desktop	8	0	0		
Computer, OPAC Desktop Spanish Language	2	0	0		
Workstation, Technology Carrel	10	40	400		
PUBLIC REST ROOMS				N/A	
Commode	8	0	0		
Diaper Changing Counter	2	0	0		
Hand Dryer	2	0	0		
Mirror	2	0	0		
Paper Towel Dispenser	2	0	0		
Sink And Counter	4	0	0		
Soap Dispenser	2	0	0		

LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT SQFT	EXTENDED SQFT	SPACE SqFt	DIVISION SqFt
PUBLIC REST ROOMS				N/A	
Stall	8	0	0		
Urinal	2	0	0		
REFERENCE COLLECTION & SEATING				2,855	
Atlas Case	1	25	25		
Carrel, Reader's Wood	5	40	200		
Chair, Lounge	8	35	280		
Chair, Reader's	9	0	0		
Chair, Technology Workstation	5	0	0		
Computer, OPAC (On-Line Public Access) Desktop	2	0	0		
Computer, Public Desktop	4	0	0		
Computer, Public Desktop Spanish Language	1	0	0		
Dictionary Stand	1	80	80		
Printer, Ink-Jet (B&W)	1	0	0		
Table, End	1	12	12		
Table, Reader's	1	180	180		
Workstation, Technology Carrel	5	40	200		
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves	7	18	126		
696 Reference (Encyclopedias, Directories, Etc.)					
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves	28	18	504		
3,008 Reference (Low Shelving)					
36" Aisle SF 84"H Steel Shelving W/ 5 Shelves	104	12	1,248		
9,292 Reference					
REFERENCE DESK				550	
Book Truck	3	10	30		
Cabinets, Below Counter	12	0	0		
Chair, Task	4	0	0		
Computer, Staff Desktop	4	0	0		
Printer, Ink-Jet (Color)	1	0	0		
Queuing Space (Per Person)	20	6	120		
Telephone Handset	4	0	0		
Workstation, Reference Desk	4	100	400		
REFERENCE WORKROOM				660	
Bulletin Board	1	0	0		
Chair, Task	6	0	0		
Computer, Staff Desktop	6	0	0		
FAX Machine, Desktop	1	0	0		
Printer Stand	1	20	20		

LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT SQFT	EXTENDED SQFT	SPACE SqFt	DIVISION SqFt
REFERENCE WORKROOM				660	
Printer, Laser (Color)	1	0	0		
Telephone Handset	6	0	0		
White Board	1	0	0		
Workstation, Clerical Counter	2	95	190		
Workstation, Reference Office System	5	90	450		
STUDY/TUTORING ROOM A				150	
Chair, Group Study	4	0	0		
Table, Reader's	1	150	150		
White Board	1	0	0		
STUDY/TUTORING ROOM B				150	
Chair, Technology Workstation	3	0	0		
Computer, Public Desktop	1	0	0		
White Board	1	0	0		
Workstation, Study Counter	3	50	150		

STAFF SERVICES   1,619

	UNIT QTY	UNIT SQFT	EXTENDED SQFT	SPACE SqFt	DIVISION SqFt
CUSTODIAL SINK & SUPPLY CLOSET				85	
Cabinet, Below Counter	5	5	25		
Cabinets, Above Counter	5	0	0		
Cleaning Cart	1	15	15		
Hand Truck	1	10	10		
Mop Bucket	1	5	5		
Paper Towel Dispenser	1	0	0		
Shelving, Industrial	1	15	15		
Sink	1	0	0		
Sink, Mop	1	15	15		
KITCHENETTE				138	
Cabinets, Above Counter	15	0	15		
Cabinets, Below Counter	25	0	0		
Coffee Maker/Urn	1	0	0		
Coffee Thermos	2	0	0		
Cutting Board, Kitchen	1	0	0		
First Aid Kit	1	0	0		
Garbage Bin, Interior	1	15	15		
Hot Water Urn	1	0	0		

LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT SQFT	EXTENDED SQFT	SPACE SqFt	DIVISION SqFt
KITCHENETTE				138	
Microwave Oven	1	0	0		
Paper Towel Dispenser	1	0	0		
Recycle Bin	1	15	15		
Refrigerator	1	20	20		
Sink	1	18	18		
Soap Dispenser	1	0	0		
Soup Kettle	1	0	0		
Toaster Oven	1	0	0		
Workstation, Food Preparation Counter	1	55	55		
STAFF ENTRANCE & LOBBY				330	
Bulletin Board	1	0	0		
Net Square Feet	3	100	300		
Queing Area	5	6	30		
White Board	1	0	0		
STAFF LOUNGE				1,066	
Bottled Water Dispenser	1	8	8		
Bulletin Board	2	0	0		
Chair, Café	28	0	0		
Chair, Staff Lounge	6	35	210		
Clock	1	0	0		
Coat & Hat Rack	2	20	40		
First Aid Kit	1	0	0		
Lamp, Table	3	0	0		
Locker	21	5	105		
Mirror	1	0	0		
Paper Cup Dispenser	1	0	0		
Sofa (3 Seat)	1	70	70		
Table, Café	7	65	455		
Table, Coffee	1	50	50		
Table, End	3	12	36		
Telephone Handset	2	0	0		
TV Monitor, 32"	1	0	0		
Vending Machine	4	20	80		
Waste Basket	3	4	12		
White Board	1	0	0		

LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT SQFT	EXTENDED SQFT	SPACE SqFt	DIVISION SqFt
STAFF RESTROOMS				N/A	
Commode	3	0	0		
Hand Dryer	2	0	0		
Mirror	2	0	0		
Paper Towel Dispenser	2	0	0		
Sink And Counter	2	0	0		
Soap Dispenser	2	0	0		
Stall	3	0	0		
Urinal	1	0	0		

TECHNICAL SERVICES | | | | | 195

	UNIT QTY	UNIT SQFT	EXTENDED SQFT	SPACE SqFt	DIVISION SqFt
MENDING & PROCESSING				85	
Chair, Task	1	15	15		
Recycle Bin	1	0	0		
Workstation, Mending Counter	1	35	35		
Workstation, Processing Counter	1	35	35		
TECHNICAL SERVICES WORK AREA				110	
Book Truck	2	10	20		
Chair, Task	1	0	0		
Clock	1	0	0		
Computer, OCLC Desktop	1	0	0		
Computer, Staff Desktop	1	0	0		
Printer, Laser (B&W)	1	0	0		
Telephone Handset	1	0	0		
Workstation, Cataloging Office System	1	90	90		

YOUNG ADULT LIBRARY | | | | | 4,365

	UNIT QTY	UNIT SQFT	EXTENDED SQFT	SPACE SqFt	DIVISION SqFt
STUDY/TUTORING ROOM C				150	
Chair, Technology Workstation	3	0	0		
Computer, Public Desktop	1	0	0		
White Board	1	0	0		
Workstation, Technology Counter	3	50	150		
STUDY/TUTORING ROOM D				150	
Chair, Group Study	4	0	0		
Table, Reader's	1	150	150		
White Board	2	0	0		

LIBRARY DIVISION

LIBRARY SPACE NAME Furniture and Equipment	UNIT QTY	UNIT SQFT	EXTENDED SQFT	SPACE SqFt	DIVISION SqFt
YA COLLECTION & CYBER CAFÉ				3,465	
Booth, Multimedia	2	250	500		
Booth, Young Adult	4	250	1,000		
Chair, Lounge	25	35	875		
Computer, Multimedia Desktop	8	0	0		
Computer, OPAC (On-Line Public Access) Desktop	1	0	0		
Computer, Public Desktop	16	0	0		
Dictionary Table Top Stand	1	0	0		
Printer, Laser (Color)	2	0	0		
Scanner, Flat	2	0	0		
Table, End	3	15	45		
Table, End	7	15	105		
TV Monitor With DVD Player & Flat Screen	1	40	40		
36" Aisle SF 66"H Magazine Display Shelving W/ 3 Shelvs	2	12	24		
17 Young Adult Current Magazines					
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves	44	12	528		
7,798 Young Adult					
Paperback SF 66" Shelving Unit W/ 5 Divider Shelves	29	12	348		
5,104 Young Adult Paperbacks					
YA HOMEWORK CLUB				600	
Chair, Juvenile	16	0	0		
Chair, Technology Workstation Task	5	0	0		
Computer, OPAC (On-Line Public Access) Desktop	1	0	0		
Computer, Public Desktop	2	0	0		
Computer, Public Desktop Spanish Language	2	0	0		
Globe, Desktop	1	0	0		
Printer, Ink-Jet (Color)	1	0	0		
Table, Reader's	4	100	400		
White Board	1	0	0		
Workstation, Technology Carrel	5	40	200		

Net Assignable Square Footage:	<u>60,740</u>
Non-Assignable Square Footage (@ 25% of Gross):	20,247
Gross Square Footage:	**80,987**

FUNCTIONAL ACTIVITY

The primary function of this division is to provide offices for the library administration to perform its duties in planning and implementing the library's service program. This division should be designed to implement and support the staffing levels identified in the Plan of Services. In addition to the regional and branch manager's, there will ultimately be a full complement of professional and support staff to assist with the co-location and cooperative joint-use operation of the library. There will also be a conference room which will serve as an administrative conference room for staff meetings.

A secondary function of this division is to facilitate the library's relationships with educators, organizations, patrons and administrators outside the library itself. The library must successfully greet and provide assistance to the joint-use coordinators, job applicants, sales representatives, city officials, and other community stakeholders. A strong focus of the library will be partnering with preschools, elementary schools, secondary schools, colleges, technical institutes, local businesses, schools and community organizations. The design and finishes must enhance both the library's image and it's ability to host potential and current partners.

SPATIAL RELATIONSHIPS

The library's administrative offices need to be accessible to the public, but they do not need to be located in prime floor space. In a building this size, administration is best located in a somewhat remote area, even on a secondary floor, but relatively close to elevators and stairs leading to the main entry. Administration should also be located in proximity of the staff lounge and the staff entrance.

CLOSE:

      Circulation Services
      Staff Services

    ***** "This Division implements and supports the staffing levels
        identified in the Plan of Service."

DIVISION SPACE SUMMARY	SQFT
Administrative Rest Room	N/A
Administrative Staff Office	365
Branch Manager's Office	131
Business Office	175
Conference Room	323
Copy/Printing/Fax	55
District Clerk (Joint-Use)	105
District Librarian's Office - Joint-Use Coord.	211
Kitchenette	74
Reception & Waiting Area	328
Regional Manager's Office	233
TOTAL:	2,000

Functional Activity

A separate men's and women's rest room with two water closets in the women's and one water closet and one urinal in the men's. The administrative restroom will be used primarily by the administrative staff, circulation staff, technical services staff and visitors to administration.

Must be handicapped accessible.

Occupancy

MEN'S: 3
WOMEN'S: 3

Future Flexibility & Expandability

This space requires minimal or no flexibility unless ADA accommodation requirements change.

Security & Supervision

Administration and circulation staff will supervise restrooms.

Spatial Relationships

It would be useful to have it close to the Conference Room.

CLOSE:
　　　　　Conference Room
PROXIMITY:
　　　　　Administrative Staff Office
　　　　　Regional Manager's Office
　　　　　Branch Manager's Office
　　　　　District Librarian

Acoustics

All sound dampening possible.

Space Finishes

Finishes must be of high durability, slip resistant and as maintenance free as possible.

CEILING:
　　　　　Water resistant gypsum board with chemical resistant latex paint
WALLS:
　　　　　Glazed Ceramic Tile
FLOORS:
　　　　　Unglazed Ceramic Tile

Illumination

Warm and dim lighting with bright lighting for mirrors.

Fenestration

No windows desired.

HVAC

Restrooms require separate venting.

Electrical

To be determined by the electrical consultant, "Storms & Lowe", during the Architectural Design Development Phase.

Signage

Required signage includes a door-mounted geometric identification symbol to identify Men's (Equilateral triangle ¼" thick with edges 12" long pointing upward), Women's (12" diameter

circle ¼" thick), or Unisex facilities (12" diameter circle with ¼" thick triangle superimposed within the circle), which contain no pictogram or letters, centered on the rest room door 60" above the floor in a color which distinctly contrasts with the color of the door.

Additional required signage includes a universal pictogram (white figures on a blue background) and the universal symbol of accessibility ; and a verbal description of the room placed immediately below the accessibility symbol ("Administrative Rest Room", "Men", or "Women") wall-mounted 60" above the finished floor adjacent to the latch side of the door. Characters on the wall-mounted signs must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille.

ADA (Disability Requirements)

Accessible sanitary facilities must be provided for staff. If separate staff rest rooms are provided for each gender, then separate and accessible facilities must also be provided for staff of each gender. If unisex facilities are provided, at least one accessible unisex facility will also be provided within close proximity to the non-accessible facility.

The rest rooms will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height.

The top of the toilet seat must be 17" to 19" above finished floor. The toilet paper dispenser must be located a minimum of 19" high, within 12" of the front edge of the toilet seat, and provide a continuous paper flow. Side (minimum 42" long) and rear (minimum 36" long) grab bars, which will support at least 250 pounds, are mounted at 33" above the floor.

The lavatory sink height should not exceed 34" and a knee clearance of 29" will be provided. Paper towel dispensers and automatic hand dryers must meet forward and side reach requirements. The sink faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

Audible and visual emergency warning alarms are required.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
Special Purpose			
Commode	5	0	0
Hand Dryer	2	0	0
Mirror	2	0	0
Paper Towel Dispenser	2	0	0
Sink And Counter	4	0	0
Soap Dispenser	2	0	0
Stall	5	0	0
Urinal	1	0	0

Functional Activity

This space will provide workstations for a secretary, assistants, volunteers, students and county library staff to support the branch manager, regional manager, and other clerical administration staff.

Occupancy

STAFF WORKROOM WORKSTATIONS: 5

Future Flexibility & Expandability

Sufficient flexibility should exist to allow the rearrangement and remodeling of this space. It is not expected that this area would need to be expanded.

Security & Supervision

This area is a staff area and access is controlled by a lock to the office and lockable workstations in the open office area.

Spatial Relationships

This space must be adjacent to the reception and waiting room since the secretary will often greet visitors and usher them into the branch manager's office, and regional manager's office. This space should also be adjacent to the copy/printing/fax area. This office should be relatively close to the conference room to facilitate assistance during meetings.

ADJACENT:

Branch Manager's Office
Regional Manager's Office
Reception & Waiting Area
Copy/Printing/Fax

CLOSE:

Conference Room
Business Office
District Librarian

PROXIMITY:

Administrative Rest Room
Kitchenette

Acoustics

Normal office noise generated from telephone conversations etc. Standard acoustical dampening strategies would allow the staff to be more effective.

Space Finishes

Finishes should reflect a serious, calm and thoughtful image. The walls and carpet will not see the heavy use of regular public areas, but still must maintain a professional appearance for many years of normal use.

CEILING:

Acoustical
WALLS:

Vinyl or Fabric wall covering
FLOOR:

Carpet or Carpet Tile

Illumination

The light level should average at least 30 to 40 foot candles minimum with 50 foot candles preferred over work surfaces. Standard non-glare office lighting such as deep-cell parabolic fluorescent fixture with semi-specular aluminum louvers is acceptable.

Fenestration

Windows are desired as long as they don't create glare in computer screens. If separate from the reception & waiting area, there should be a view window between the two.

HVAC

Care should be taken in the location of the HVAC vents to avoid drafts on the inhabitants.

Electrical

To be determined by the electrical consultant, "Storms & Lowe", during the Architectural Design Development Phase.

Data Communications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at any workstation location, mounted on the wall 6" above the desk or 15" above the finished floor; and one standard quad communications outlet (two voice and two data) co-located with associated power on all other walls.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

AV Communications

Provide one cable outlet.

Signage

Sign on any door into this space that says: "Library Administrative Offices".

ADA (Disability Requirements)

The doorways leading to staff work areas shall be minimum 32" in clear width. The floors of a given story are at a common level throughout, or are connected by ramps for no more than 8.33% or passenger elevators.

The required strike side clearances of interior doors shall be 18" minimum and 24" minimum for exterior doors. Minimum required clearance on the latch side is 12" if doors are equipped with both latches and closers. Provide a clear distance (length) of 60" at the door pull side (the direction of the door swing) and 48" in length at the push side.

All aisles serving one side are a minimum of 36" in width and 44" minimum if serving both sides. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide. Corridors and hallways that are located on an accessible route and exceed 200'-0" in length must have a minimum clear width of 60" for two wheelchairs to pass parallel. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

The height of fixed or built-in worktables and counters is between 28" to 34" from finished floors. A minimum of 30"wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27" high, 30" wide and 19" deep.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
Special Purpose			
File Cabinet (Lateral)	5	20	100
Staff Workspace			
Chair, Task	5	0	0
Workstation, Clerical Office System	4	50	200
Workstation, Clerical Office System	1	65	65

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
Technology			
Computer, Staff Desktop	5	0	0

Functional Activity

The branch manager is the head of personnel activities for the library and represents the library in the regional manager's absence. This office will also provide a confidential space where staff reviews can be performed and confidential issues discussed. The branch manager's office will often be used as the mediation room for staff and public. The branch manager will spend much of his or her life within this room. Comfort, integrity, and security are the key design goals for this space.

Occupancy

OFFICE: 1
VISITOR SEATS: 2

Future Flexibility & Expandability

Sufficient flexibility should exist to allow the rearrangement and remodeling of this space. It is not expected that this area would need to be expanded.

Security & Supervision

This is a staff area and access is controlled by lock.

Spatial Relationships

The branch manager's office must be adjacent to the administrative staff office, the conference room as well as the regional manager's office. In addition, it would be appropriate to locate this office close to the reception and waiting area as well as business and District Librarian's offices.

ADJACENT:
> Administrative Staff Office
> Regional Manager's Office

CLOSE:
> Conference Room
> Business Office
> Reception & Waiting Area
> District Librarian's Office

PROXIMITY:
> Administrative Rest Room

Acoustics

Normal office noise generated from telephone conversations, etc. Extra- ordinary acoustical dampening strategies must be utilized due to the confidential nature of many discussions.

Space Finishes

As an important part of the staff and public's impression of the library, this office must project professional competency and reflect a serious, calm and thoughtful image. Patrons who come to this office are generally extremely upset, so soothing colors and finishes are important. The walls and carpet will not see the heavy use of regular public areas, but still must maintain a professional appearance for many years of normal use.

CEILING:
> Acoustical

WALLS:
> Vinyl or Fabric wall covering

FLOOR:
> Carpet or Carpet Tile

Illumination

The light level should average at least 30 to 40 foot candles minimum with 50 foot candles preferred over work surfaces. Standard non-glare office lighting such as a deep-cell parabolic fluorescent fixture with semi-specular aluminum louvers is acceptable. Some

lighting should be dimmable and task lights should be present on the desk.

Fenestration

Windows are highly desired as long as they don't create glare on computer screens.

HVAC

Care should be taken in the location of the HVAC vents to avoid drafts on the inhabitants. Individually-controlled thermostat.

Electrical

To be determined by the electrical consultant, "Storms & Lowe", during the Architectural Design Development Phase.

Data Communications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at any workstation location, mounted on the wall 6" above the desk or 15" above the finished floor; and one standard quad communications outlet (two voice and two data) co-located with associated power on all other walls.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

AV Communications

Provide one cable outlet.

Signage

Sign on the door that says: "Branch Manager".

ADA (Disability Requirements)

The doorways leading to the office shall be minimum 32" in clear width. The required strike side clearances of interior doors shall be 18" minimum and 24" minimum for exterior doors. Minimum required clearance on the latch side is 12" if doors are equipped with both latches and closers. Provide a clear distance (length) of 60" at the door pull side (the direction of the door swing) and 48" in length at the push side.

All aisles serving one side are a minimum of 36" in width and 44" minimum if serving both sides. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide. Corridors and hallways that are located on an accessible route and exceed 200'-0" in length must have a minimum clear width of 60" for two wheelchairs to pass parallel. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

The height of fixed or built-in worktables and counters is between 28" to 34" from finished floors. A minimum of 30"wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27" high, 30" wide and 19" deep.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	UNIT EXTENDED SQFT
Special Purpose			
Lamp, Desk	1	0	0

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
Staff Workspace			
Chair, Assistant Library Director's	1	0	0
Chair, Visitor's	2	0	0
Credenza	1	25	25
Desk, Assistant Library Director's	1	70	70
Shelving, SF 84"H Wood W/ 6 Shelves	3	12	36
Technology			
Computer, Staff Desktop	1	0	0
Telephone Handset	1	0	0

Functional Activity

The business officer's duties involve developing budgets and keeping financial records for the library as well as overseeing the purchasing activities of the library.

Occupancy

OFFICE: 1

Future Flexibility & Expandability

Sufficient flexibility should exist to allow the rearrangement and remodeling of this space. It is not expected that this area would need to be expanded.

Security & Supervision

This is a staff area and access is controlled by a lock on the door.

Spatial Relationships

The business office should be close to the administrative staff office, branch manager's office, regional manager's office, the reception and waiting area as well as the District Librarian's office. There will be much information about the library's finances that these individuals will want to communicate to one another, and this process will be expedited if their offices are close to one another.

ADJACENT:

     District Librarian's Office
     Administrative Staff Office

CLOSE:

     Branch Manager's Office
     Regional Manager's Office
     Reception & Waiting Area
     Copy/Printing/Fax
     Conference Room

PROXIMITY:

     Administrative Rest Room
     Kitchenette

Acoustics

Normal office noise generated from telephone conversations, etc. Standard acoustical dampening strategies would allow the staff to be more effective.

Space Finishes

This office should look very business-like and efficient. The walls and carpet will not see the heavy use of regular public areas, but still must maintain a professional appearance for many years of normal use.

CEILING:

     Acoustical

WALLS:

     Vinyl or Fabric w/ acoustical panels behind for sound absorption.

FLOOR:

     Carpet Tile

Illumination

The light level should average at least 30 to 40 foot candles minimum with 50 foot candles preferred over work surfaces. Standard non-glare office lighting such as a deep-cell parabolic fluorescent fixture with semi-specular aluminum louvers is acceptable.

Fenestration

Windows are highly desired as long as they don't create glare on computer screens.

HVAC

Care should be taken in the location of the HVAC vents to avoid drafts on the inhabitants.

Individually-controlled thermostat.

Electrical

To be determined by the electrical consultant, "Storms & Lowe", during the Architectural Design Development Phase.

Data Communications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at any workstation location, mounted on the wall 6" above the desk or 15" above the finished floor; and one standard quad communications outlet (two voice and two data) co-located with associated power on all other walls.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

AV Communications

Provide one cable outlet.

Signage

Sign on the door that says: "Business Office".

ADA (Disability Requirements)

The doorways leading to the office shall be minimum 32" in clear width. The floors of a given story are at a common level throughout, or are connected by ramps for no more than 8.33% or passenger elevators.

The required strike side clearances of interior doors shall be 18" minimum and 24" minimum for exterior doors. Minimum required clearance on the latch side is 12" if doors are equipped with both latches and closers. Provide a clear distance (length) of 60" at the door pull side (the direction of the door swing) and 48" in length at the push side.

All aisles serving one side are a minimum of 36" in width and 44" minimum if serving both sides. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide. Corridors and hallways that are located on an accessible route and exceed 200'-0" in length must have a minimum clear width of 60" for two wheelchairs to pass parallel. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

The height of fixed or built-in worktables and counters is between 28" to 34" from finished floors. A minimum of 30"wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27" high, 30" wide and 19" deep.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
Special Purpose			
File Cabinet (Lateral)	3	20	60
Staff Workspace			
Chair, Professional's	1	0	0
Chair, Visitor's	2	15	30
Credenza	1	25	25
Desk, Business Manager's	1	60	60

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	UNIT EXTENDED SQFT
<u>Technology</u>			
Computer, Staff Desktop	1	0	0
Telephone Handset	1	0	0

Functional Activity

This room will be used as a conference room for administrative staff meetings, planning work sessions, job interviews as well as many different administrative projects by the regional manager, branch manager and staff. The room will be used for the library's joint-use steering committee as well as for meetings with donors, corporate partners and other VIPs.

Occupancy

MEETING SEATS: 16

Future Flexibility & Expandability

It is not anticipated that this room will be expanded or changed.

Security & Supervision

Staff in administration controls this room.

Spatial Relationships

The conference room must be adjacent to the regional manager's office, branch manager's office and the kitchenette. It should also be close to the administrative rest rooms, administrative staff office, copy/printing/fax area and the reception and waiting area.

CLOSE:

> Copy/Printing/Fax
> Reception & Waiting Area
> Regional Manager's Office
> Branch Manager's Office
> District Librarian's Office
> Administrative Staff Office

PROXIMITY:

> Administrative Rest Room
> Kitchenette

Acoustics

Sound should be controlled so that noise from outside the room does not disturb inhabitants and vice versa, particularly given the confidential nature of many discussions.

Space Finishes

The conference room should have high-quality finishes and materials. If needed politically or financially, private fundraising efforts can pay for the furnishings and finishes of this area directly. The walls and carpet will not see the heavy use of regular public areas, but still must maintain a professional appearance for many years of normal use.

CEILING:

> Acoustical

WALLS:

> Vinyl or Fabric w/ acoustical and tackable panels behind for sound absorption.

FLOOR:

> Carpet or Carpet Tile

Illumination

Light levels of 50 foot candles at table top are preferred, but at least 30 to 40 foot candles must be maintained over work surfaces. General room lighting is acceptable, but there should be some lighting which is dimmable for AV presentations as well as task lighting.

Fenestration

Windows would enhance the room, but they must be able to be completely blacked out though the use of mechanical screens or blinds in order to produce high quality AV presentations.

HVAC

Individually controlled thermostat.

Electrical

To be determined by the electrical consultant, "Storms & Lowe", during the Architectural Design Development Phase.

Data Communications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the main presentation location. This can be within the conference room table or in a recessed floor box.

Provide one standard duplex communications outlet (two voice and two data) co-located with associated power at the wall 6" above a perimeter counter or 15" above the finished floor at a table location to support a phone and supplemental network equipment. At a minimum, provide one duplex outlet on two walls of the Conference Room.

Optional, quad video conferencing outlet (four voice) co-located with associated power at the video conferencing (or future/potential video conferencing location).

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space .

AV Communications

Presentation of videotape or DVD material in the Conference Rooms may be accomplished using installed or portable televisions. To project computer images (e.g., PowerPoint), portable or installed projection equipment is recommended since standard televisions are not capable of displaying computer images without the use of special electronics that greatly degrades the quality of the image.

Sound from video and computer sources may be reproduced through loudspeakers built into the projector or through speakers installed in the conference room. If speakers are installed in the room, appropriate sound amplification will be required. Images may be displayed onto a projection screen that may be motorized or manually operated. If the system is to display television images, outlets should be provided adjacent to the projector for connection to the TV distribution system (e.g., Cable TV, antenna, satellite dish). Accommodations should be made for housing installed video source equipment (e.g., VCR, DVD) and other processing equipment in a cabinet or closet within the Conference Room.

Signage

Sign on the door that says: "Conference Room".

ADA (Disability Requirements)

The doorways leading to the conference room shall be minimum 32" in clear width. The floors of a given story are at a common level throughout, or are connected by ramps for no more than 8.33% or passenger elevators.
The required strike side clearances of interior doors shall be 18" minimum and 24" minimum for exterior doors. Minimum required clearance on the latch side is 12" if doors are equipped with both latches and closers. Provide a clear distance (length) of 60" at the door pull side (the direction of the door swing) and 48" in length at the push side.

All aisles serving one side are a minimum of 36" in width and 44" minimum if serving both sides. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide. Corridors and hallways that are located on an accessible route and exceed 200'-0" in length must have a minimum clear width of 60" for two wheelchairs to pass parallel. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.
The height of fixed or built-in worktables and counters is between 28" to 34" from finished

floors. A minimum of 30"wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27" high, 30" wide and 19" deep.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
Meeting Rooms			
Chair, Conference Room	12	0	0
Chair, Conference Room	4	12	48
Special Purpose			
Presentation Center	1	0	0
Staff Workspace			
Table, Conference	1	260	260
Technology			
Cabinet, AV Equipment	1	15	15
Projection Screen, Motorized Ceiling	1	0	0
Telephone Handset	1	0	0
TV/VCR Player	1	0	0

Functional Activity

This space will serve as a photocopy and production center where various documents will be produced by the library administrative staff.

This room provides space for storage of general office supplies and equipment for the administrative offices.

Future Flexibility & Expandability

It is not expected that this area would need to be expanded or remodeled.

Security & Supervision

This is exclusively a staff area with access controlled by a lock on the door.

Spatial Relationships

The space must be immediately adjacent to the administrative staff office. It must also be close to the receptionist and business office.

ADJACENT:

    Administrative Staff Office

CLOSE:

    Reception & Waiting Area
    Business Office
    District Clerk (Joint-Use)
    District Librarian's-Office
    Branch Manager's Office

PROXIMITY:

    Conference Room

Acoustics

This is a somewhat noisy area, because of the photocopy machine and occasional conversations between staff. Standard acoustical dampening strategies should be employed to keep the sound generated here from spreading to other areas of the administrative office.

Space Finishes

This room will be "out-of-the-way" and won't see any public use, but should still match the general office environment.

CEILING:

    Acoustical

WALLS:

    Paint

FLOOR:

    Carpet or Carpet Tile

Illumination

Standard non-glare office lighting averaging 30 to 40 foot candles with 50 foot candles on the counter top preferred.

Fenestration

Windows not required, but would be nice.

Electrical

To be determined by the electrical consultant, "Storms & Lowe", during the Architectural Design Development Phase.

Data Communications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at each copy machine, printer, scanner and FAX location; and one

standard quad communications outlet (two voice and two data) co-located with associated power at any workstation position mounted at 15" above the finished floor.

Telephone Communications

One wall-mounted voice outlet (one voice) suitable for a wall-mounted phone, located near the door.

Signage

A sign on the door that says: "Copy/Storage/Supply - Staff Only".

ADA (Disability Requirements)

The height of fixed or built-in worktables and counters is between 28" to 34" from finished floors. A minimum of 30"wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27" high, 30" wide and 19" deep.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
Special Purpose			
Bulletin Board	1	0	0
Collator	1	0	0
Technology			
Copier, Color Freestanding	1	35	35
FAX Machine, Desktop	1	0	0
Fax Stand	1	20	20
Printer, Laser (Color)	1	0	0

Functional Activity

This space will provide a workstation for a clerk to support the co-located Fontana Middle School Library from the Fontana Unified School District.

Occupancy

STAFF WORKSTATION: 1

Future Flexibility & Expandability

Sufficient flexibility should exist to allow the rearrangement and remodeling of this space. It is not expected that this area would need to be expanded.

Security & Supervision

This area is a staff area and access is controlled by a lock to the office and lockable workstations in the open office area.

Spatial Relationships

This space must be adjacent to the reception and waiting room since the secretary will often greet visitors and usher them into the branch manager's office, and regional manager's office. This space should also be adjacent to the copy/printing/fax area. This office should be relatively close to the conference room to facilitate assistance during meetings.

ADJACENT:

    District Librarian's Office
    Branch Manager's Office
    Copy/Printing/Fax

CLOSE:

    Reception & Waiting Area
    Conference Room
    Business Office
    Regional Manager's Office

PROXIMITY:

    Administrative Rest Room
    Kitchenette

Acoustics

Normal office noise generated from telephone conversations etc. Standard acoustical dampening strategies would allow the staff to be more effective.

Space Finishes

Finishes should reflect a serious, calm and thoughtful image. The walls and carpet will not see the heavy use of regular public areas, but still must maintain a professional appearance for many years of normal use.

CEILING:

    Acoustical

WALLS:

    Vinyl or Fabric wall covering

FLOOR:

    Carpet or Carpet Tile

Illumination

The light level should average at least 30 to 40 foot candles minimum with 50 foot candles preferred over work surfaces. Standard non-glare office lighting such as deep-cell parabolic fluorescent fixture with semi-specular aluminum louvers is acceptable.

Fenestration

Windows are desired as long as they don't create glare in computer screens. If separate from the reception & waiting area, there should be a view window between the two.

HVAC

Care should be taken in the location of the HVAC vents to avoid drafts on the inhabitants.

Telephone Communications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at any workstation location, mounted on the wall 6" above the desk or 15" above the finished floor; and one standard quad communications outlet (two voice and two data) co-located with associated power on all other walls.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

AV Communications

Provide one cable outlet.

Signage

Sign on any door into this space that says: "District Offices".

ADA (Disability Requirements)

The height of fixed or built-in worktables and counters is between 28" to 34" from finished floors. A minimum of 30"wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27" high, 30" wide and 19" deep.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	UNIT EXTENDED SQFT
Reader's Seats			
Chair, Task	1	15	15
Staff Workspace			
Workstation, Secretarial Office System	1	90	90
Technology			
Computer, Staff Desktop	1	0	0

Functional Activity

This office is an office for use by the Coordinator for the co-located Middle School Library. This position will be responsible for overseeing the library use by the school districts and colleges. The joint-use coordinator will also be responsible for all aspects of joint-use between the 6 school districts (there are 44 schools in Fontana alone), Chaffey College and other advanced technical education institutes within the City of Fontana and numerous pockets of San Bernardino residents.

Occupancy

OFFICE: 1
VISITOR SEATS: 4

Future Flexibility & Expandability

Sufficient flexibility should exist to allow the rearrangement and remodeling of this space. It is not expected that this area would need to be expanded.

Security & Supervision

This is a staff area and access is controlled by a lock on the door.

Spatial Relationships

The office should be close to the administrative staff office, regional manager's office, the branch manager's office, the reception and waiting area.

ADJACENT:
        District Clerk
        Administrative Staff Office
CLOSE:
        Copy/Printing/Fax
        Business Office
        Regional Manager's Office
        Branch Manager's Office
        Reception & Waiting Area
PROXIMITY:
        Administrative Rest Room
        Conference Room

Acoustics

Normal office noise generated from telephone conversations, etc. Standard acoustical dampening strategies would allow the staff to be more effective.

Space Finishes

This office should look very business-like and efficient. The walls and carpet will not see the heavy use of regular public areas, but still must maintain a professional appearance for many years of normal use.

CEILING:
        Acoustical
WALLS:
        Vinyl or Fabric w/ acoustical panels behind for sound absorption.
FLOOR:
        Carpet Tile

Illumination

The light level should average at least 30 to 40 foot candles minimum with 50 foot candles preferred over work surfaces. Standard non-glare office lighting such as a deep-cell parabolic fluorescent fixture with semi-specular aluminum louvers is acceptable.

Fenestration

Windows are highly desired as long as they don't create glare on computer screens.

HVAC

Care should be taken in the location of the HVAC vents to avoid drafts on the inhabitants. Individually-controlled thermostat.

Electrical

To be determined by the electrical consultant, "Storms & Lowe", during the Architectural Design Development Phase.

Data Communications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at any workstation location, mounted on the wall 6" above the desk or 15" above the finished floor; and one standard quad communications outlet (two voice and two data) co-located with associated power on all other walls.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

AV Communications

Provide one cable outlet.

Signage

Sign on the door that says: "Joint-Use Coordinator".

ADA (Disability Requirements)

The doorways leading to the office shall be minimum 32" in clear width. The floors of a given story are at a common level throughout, or are connected by ramps for no more than 8.33% or passenger elevators.

The required strike side clearances of interior doors shall be 18" minimum and 24" minimum for exterior doors. Minimum required clearance on the latch side is 12" if doors are equipped with both latches and closers. Provide a clear distance (length) of 60" at the door pull side (the direction of the door swing) and 48" in length at the push side.

All aisles serving one side are a minimum of 36" in width and 44" minimum if serving both sides. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide. Corridors and hallways that are located on an accessible route and exceed 200'-0" in length must have a minimum clear width of 60" for two wheelchairs to pass parallel. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

The height of fixed or built-in worktables and counters is between 28" to 34" from finished floors. A minimum of 30"wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27" high, 30" wide and 19" deep.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
Staff Workspace			
Chair, Professional's	1	0	0
Chair, Visitor's	4	0	0
Credenza	1	25	25
Desk, Professional	1	50	50
Shelving, SF 84"H Wood W/ 6 Shelves	3	12	36
Table, Conference	1	100	100

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	UNIT EXTENDED SQFT
Technology			
Computer, Staff Desktop	1	0	0
Telephone Handset	1	0	0

Functional Activity

As part of the administrative complex, a kitchenette will provide a space to prepare refreshments for board meetings, community group meetings, receptions as well as training sessions.

Future Flexibility & Expandability

It is not anticipated that this area would change purpose or require expansion.

Spatial Relationships

Refreshments should be able to be served from the kitchenette directly to the conference room.

CLOSE:
> Conference Room

PROXIMITY:
> Administrative Staff Offices

Space Finishes

The finishes for this space should be light in color and easy to clean up after spills.

CEILING:
> Acoustical

WALLS:
> Vinyl wall covering

FLOOR:
> Tile

Illumination

Lighting in combination with light colored finishes should provide a space which feels bright and clean. Under cabinet task lighting will assist with making counter tops feel brightly lit.

Fenestration

Windows are not desired.

HVAC

The kitchenette must have adequate exhaust fans and vents to prevent the smell of food being prepared from entering the conference room and other parts of the administrative offices.

Electrical

To be determined by the electrical consultant, "Storms & Lowe", during the Architectural Design Development Phase.

Signage

A sign on the door that says: "Kitchenette".

ADA (Disability Requirements)

All sinks, including kitchen sinks need to provide a minimum 30"x48" clear space in front of sinks that allow forward approach by wheelchairs. Knee clearance under sink is a minimum of 27" high and 30" wide, and provides an absolute depth of 19" underneath the sink. Provide thermal shields for drain and hot water piping to prevent contact. Maximum height of rim or counter above finish floor is 34". All sinks is a maximum depth of 6-1/2". There shall be no sharp or abrasive elements under sinks. Faucets are lever type, electronically activated or approved self-closing valves with a minimum of 10 second open flow. Maximum force required to activate faucets controls is 5 pounds

The height of fixed or built-in worktables and counters is between 28" to 34" from finished floors. A minimum of 30"wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27"

high, 30" wide and 19" deep.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
Special Purpose			
Microwave Oven	1	0	0
Paper Towel Dispenser	1	0	0
Refrigerator	1	20	20
Sink	1	18	18
Staff Workspace			
Cabinets, Above Counter	6	0	6
Cabinets, Below Counter	6	5	30
Technology			
Telephone Handset	1	0	0

Functional Activity

The reception and waiting room is the first space that visitors to the library's administrative offices should enter. This space should be visible when arriving on the same floor as administrative offices if the offices are on a secondary level. The space will provide visitors with a comfortable place to sit after they have been greeted by the receptionist.

Occupancy

LOUNGE SEATS: 4
STAFF WORKSTATIONS: 1

Future Flexibility & Expandability

Sufficient flexibility should exist to allow the rearrangement and remodeling of this space. It is not expected that this area would need to be expanded.

Security & Supervision

This space is supervised entirely by the administrative staff. The space must be able to be locked for security.

Spatial Relationships

This space should be adjacent to the staff office. It should be close to the conference room, regional and branch manager's office as well as the business and District Librarian's office. The reception and waiting area, as well as the administrative office complex in general, should be in the proximity of the staff entrance and lounge, or at least access to these areas should be relatively easy.

ADJACENT:
Administrative Staff Office
CLOSE:
Regional Manager's Office
Branch Manager's Office
Conference Room
Business Office
District Librarian
Copy/Printing/Fax
PROXIMITY:
Staff Entrance
Staff Lounge

Acoustics

This is not a particularly noisy area, but there will be frequent conversations between the receptionist and members of the public. Standard acoustical dampening strategies should be employed to keep the sound generated here from spreading to other areas of the administrative office.

Space Finishes

The appearance of this space is extremely important since it is the first impression of the library's administration that the public will receive. That impression must be one of professional competency and reflect a serious, calm and thoughtful image. The walls and carpet will not see the heavy use of regular public areas, but still must maintain a professional appearance for many years of normal use.
CEILING:
Acoustical
WALLS:
Vinyl or Fabric w/ acoustical panels behind for sound absorption.
FLOOR:
Carpet

Illumination

Standard non-glare office lighting averaging 30 to 40 foot candles with 50 foot candles on the desk top. The reception desk should be "highlighted" to draw patrons to it automatically. A table lamp in the seating area will help to provide a non-sterile, "living room" ambiance.

Fenestration

Exterior windows are desirable.

HVAC

Care should be taken in the location of the HVAC vents to avoid drafts on the inhabitants. Individually-controlled thermostat.

Electrical

To be determined by the electrical consultant, "Storms & Lowe", during the Architectural Design Development Phase.

Data Communications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at any workstation location, mounted on the wall 6" above the desk or 15" above the finished floor; and one standard quad communications outlet (two voice and two data) co-located with associated power on all other walls.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

AV Communications

Provide one cable outlet.

Signage

A sign on the door that leads to this space that says: "Library Administration".

ADA (Disability Requirements)

The doorways leading to the reception &waiting area shall be minimum 32" in clear width. The floors of a given story are at a common level throughout, or are connected by ramps for no more than 8.33% or passenger elevators.
The required strike side clearances of interior doors shall be 18" minimum and 24" minimum for exterior doors. Minimum required clearance on the latch side is 12" if doors are equipped with both latches and closers. Provide a clear distance (length) of 60" at the door pull side (the direction of the door swing) and 48" in length at the push side.
All aisles serving one side are a minimum of 36" in width and 44" minimum if serving both sides. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide. Corridors and hallways that are located on an accessible route and exceed 200'-0" in length must have a minimum clear width of 60" for two wheelchairs to pass parallel. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.
The height of fixed or built-in worktables and counters is between 28" to 34" from finished floors. A minimum of 30"wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27" high, 30" wide and 19" deep.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
Reader's Seats			
Table, End	2	12	24
Special Purpose			
Chair, Lounge	4	35	140
File Cabinet (Lateral)	3	20	60
Lamp, Table	2	0	0
Queing Area	4	6	24
Staff Workspace			
Chair, Task	1	0	0
Workstation, Reception Desk	1	80	80
Technology			
Computer, Staff Desktop	1	0	0
Telephone Handset	1	0	0

Functional Activity

The regional manager's office is an area where the library's program and services will be planned and analyzed. This office will also provide a confidential space where staff reviews can be performed and where staff and the public can come into a private office to discuss confidential issues. The regional manager's office will often be used to greet and welcome VIPs, including joint-use participants, donors, government and library board officials and corporate partners. It serves as the resolution of last resort for staff and public as well as the first point of press contact.

Occupancy

OFFICE: 1
VISITOR SEATS: 4

Future Flexibility & Expandability

Sufficient flexibility should exist to allow the rearrangement and remodeling of this space. It is not expected that this area would need to be expanded.

Security & Supervision

This is a staff area and access is controlled by lock.

Spatial Relationships

The regional manager's office must be adjacent to the administrative staff office as well as the branch manager's office. It should be close to the business and the District Librarian's office, reception & waiting area and conference room.

ADJACENT:
        Administrative Staff Office
        Branch Manager's Office
CLOSE:
        Business Office
        District Librarian's Office
        Reception & Waiting Area
        Conference Room
PROXIMITY:
        Administrative Rest Room

Acoustics

Normal office noise generated from telephone conversations, etc. Extra- ordinary acoustical dampening strategies must be utilized due to the confidential nature of many discussions.

Space Finishes

As an important part of the staff and public's impression of the library, this office must project professional competency and reflect a serious, calm and thoughtful image. Patrons who come to this office are generally extremely upset, so soothing colors and finishes are important. The walls and carpet will not see the heavy use of regular public areas, but still must maintain a professional appearance for many years of normal use.

CEILING:
        Acoustical
WALLS:
        Vinyl or Fabric wall covering
FLOOR:
        Carpet or Carpet Tile

Illumination

The light level should average at least 30 to 40 foot candles minimum with 50 foot candles preferred over work surfaces. Standard non-glare office lighting such as a deep-cell parabolic fluorescent fixture with semi-specular aluminum louvers is acceptable. Some

lighting should be dimmable and task lights should be present on the desk.

Fenestration

Windows are highly desired as long as they don't create glare on computer screens.

HVAC

Care should be taken in the location of the HVAC vents to avoid drafts on the inhabitants. Individually-controlled thermostat.

Electrical

To be determined by the electrical consultant, "Storms & Lowe", during the Architectural Design Development Phase.

Data Communications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at any workstation location, mounted on the wall 6" above the desk or 15" above the finished floor; and one standard quad communications outlet (two voice and two data) co-located with associated power on all other walls.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

AV Communications

Provide one cable outlet.

Signage

Sign on the door that says: "Regional Manager".

ADA (Disability Requirements)

The doorways leading to the office shall be minimum 32" in clear width. The floors of a given story are at a common level throughout, or are connected by ramps for no more than 8.33% or passenger elevators.
The required strike side clearances of interior doors shall be 18" minimum and 24" minimum for exterior doors. Minimum required clearance on the latch side is 12" if doors are equipped with both latches and closers. Provide a clear distance (length) of 60" at the door pull side (the direction of the door swing) and 48" in length at the push side.
All aisles serving one side are a minimum of 36" in width and 44" minimum if serving both sides. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide. Corridors and hallways that are located on an accessible route and exceed 200'-0" in length must have a minimum clear width of 60" for two wheelchairs to pass parallel. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.
The height of fixed or built-in worktables and counters is between 28" to 34" from finished floors. A minimum of 30"wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27" high, 30" wide and 19" deep.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
Special Purpose			
Lamp, Desk	1	0	0

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
Staff Workspace			
Chair, Department Head's	1	0	0
Chair, Visitor's	4	0	0
Credenza	1	25	25
Desk, Professional	1	60	60
Shelving, SF 84"H Wood W/ 6 Shelves	4	12	48
Table, Conference	1	100	100
Technology			
Computer, Staff Portable	1	0	0
Telephone Handset	1	0	0

FUNCTIONAL ACTIVITY

The primary function of the Audio-Visual (AV) Library is to provide library patrons with access to a variety of audio-visual collections such as audio-books (books-on-tape), audio cassettes, video cassettes, audio compact discs, records, art prints, CD-ROMs, DVDs and any other AV media as it is developed in the future.

Adult and young adult library patrons will enter the AV library and browse through attractively displayed media shelving units. They will often select some form of media and be guided by the staff to technology workstations where the media can be viewed or listened to on the appropriate equipment. AV materials for children are located in the Children's Library.

SPATIAL RELATIONSHIPS

Many patrons will enter the Audio-Visual Library from either the Browsing or from the main entrance of the library after passing by the circulation desk. The AV library should be in the proximity to the Young Adult Services since young adults are often attracted to AV materials. Further, the AV Library should be relatively close to the Children's Library so that parents can browse here after dropping their children off in the Children's Library.

ADJACENT:
> Browsing
> Periodicals Collection

CLOSE:
> Children's Library
> Circulation Services
> Library Entrance

PROXIMITY:
> Young Adult Services

***** This Division implements the following goals:

1) " People of all ages in Fontana will have the resources and services to enhance their personal, recreational, business, career and lifelong learning goals."

2) "The Fontana community will have equal access to information and resources in the Library, as well as remote access from home, school, or business."

DIVISION SPACE SUMMARY	SQFT
Adaptive Technology Visually Disabled	200
AV Collection & Seating	1,831
AV Storage Room	120
TOTAL:	2,151

Functional Activity

Adult and young adult library patrons will come into this area in search of AV materials for the disabled to preview in the library as well as to check-out for home use. Patrons will be able to make a quick check of the OPACs located in this area.

Occupancy

WORKSTATIONS: 3

Future Flexibility & Expandability

Sufficient flexibility should exist to allow the rearrangement and remodeling of this space. It is not expected that this area would need to be expanded.

Security & Supervision

This area is controlled by a lock.

Spatial Relationships

This space should be just off the main traffic pattern extending from the library entrance and circulation desk into the main part of the library.

ADJACENT:
> AV Collection & Seating
> New Book Display
> AV Storage Room

CLOSE:
> Information Desk
> Circulation Desk
> Public Entrance & Lobby
> Young Adult Collection & Seating

PROXIMITY:
> Circulation Services

AWAY:
> Non-Fiction Collection & Seating
> Reference Collection & Seating

Acoustics

This room will actually generate a fair amount of noise, because of the interchange between the students and the instructor, but also because of the noise generated from the equipment. Care should be taken to acoustically insulate this area from other areas in the library so that the instruction is not disturbed, and so the instruction does not disturb other parts of the library.

Space Finishes

Interior finishes should be durable, but basic.

CEILING:
> Acoustical

WALLS:
> 1/2 View Glass w/ Vinyl, Sisal or Fabric wall covering over acoustical panels.

FLOOR:
> Carpet or Carpet Tile.

Illumination

The light level of up to 50 foot candles is desirable at times, but will usually be at approximately 30 to 40 foot candles or lower at desk top during computer demonstrations. The lighting should be dimmable and controlled at both the entrance to the room as well as at the instructor's station. The lights at the front of the room should be able to be dimmed down to little or no light so that the AV screen is visible. Lights in the rest of the room should be independently controlled so that they may be at a slightly higher level for note taking

during computer screen projections.

Fenestration

Windows are a detriment for two reasons: 1. they pose the security concern for the computer equipment, and 2. they introduce a potential source of glare on VDT screens. If windows are present in the room, they need to be secured to prevent theft and they need to have a window treatment which will control glare.

HVAC

The HVAC system will need to be able to handle not only the people load in the room, but also the heat generated by the various pieces of electronic equipment.

Data Communications

Provide one single data drop (jack) per table or carrel. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Signage

Sign on the door that says: "Adaptive Technology Visually Disabled"

ADA (Disability Requirements)

The doorways leading to this space shall be minimum 32" in clear width. The floors of a given story are at a common level throughout.
Although required throughout the library, pay special attention and provide and integrate both visual and audible alarms for emergency warning systems.
Visual Alarms
Lamp is a xenon strobe type or equivalent. The color of light is clear and nominal unfiltered white. The maximum pulse duration of alarms are 0.2 second with a maximum duty cycle of 40 percent. The intensity of the light if 75 candela minimum and the flash rate is a minimum of 1 Hz and a maximum of 3 Hz. Mount appliances at 80" above the highest floor level within the space or 6" below the ceiling, whichever is lower.
Audible Alarms
Audible alarms shall produce a sound that exceeds the prevailing equivalent sound level in the room or space by at least 15 db or exceeds any maximum sound level with a duration of 60 seconds by 5 db, whichever is louder. But sound levels for alarm signals shall not exceed 12 db.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
Staff Workspace			
Workstation, AV Counter	2	100	200
Technology			
Chair, Technology Workstation	3	0	0
Computer, Public Desktop	3	0	0

Functional Activity

Adult and young adult library patrons will come into this area in search of AV materials to preview in the library as well as to check-out for home use. Patrons will be able to make a quick check of the OPACs located in this area if they are unable to find what they are looking for by browsing through the AV collection.

The AV materials will be displayed in a face-out manner and marketed as part of the library's popular library role. Library patrons will be able to briefly preview selected media at technology workstations in this area as well.

Occupancy

READER SEATS: 8
TECHNOLOGY WORKSTATIONS: 8

Future Flexibility & Expandability

This area may need to be expanded in the future as the collections grow. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Security & Supervision

This area will be supervised by the staff at the Circulation Desk.

Spatial Relationships

This space should be just off the main traffic pattern extending from the library entrance and circulation desk into the main part of the library.

ADJACENT:
> New Book Display
> Current Magazines & Newspaper Display & Seating
> Adaptive Technology Visually Disabled

CLOSE:
> Children's OPAC & Entrance
> Circulation Desk
> Information Desk
> Public Entrance & Lobby

PROXIMITY:
> YA Collection & Cyber Cafe

AWAY:
> Non-Fiction Collection & Seating
> Reference Collection & Seating

Acoustics

This space will be noisy because of its proximity to the information desk, entry and new book browsing display. Standard acoustical dampening strategies should be employed to keep noise generated in this space from spreading throughout the library.

Space Finishes

The floor finishes must be of high durability, attractive and as maintenance free as possible since they will get very heavy traffic. Walls finishes should be attractive as well as highly durable and easy to clean.

CEILING:
> Acoustical

WALLS:
> Highly durable: Sisal, vinyl or fabric wall covering

FLOOR:
> Carpet Tile

Illumination

The light level should average at least 30 to 40 foot candles minimum with 50 foot candles preferred over work surfaces. Standard non-glare lighting such as deep-cell parabolic fluorescent fixture with semi-specular aluminum louvers is acceptable.

Fenestration

Natural light is highly desirable in this space.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers.

Electrical

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor. If there is additional audio-visual equipment, additional power receptacles will be required.

Data Communications

Provide one single data drop (jack) for every audio-visual enabled carrel. Outlets can be wall-mounted at 6" above the work surface or in recessed floor boxes accommodating two, four or more drops (jacks). Alternatively the data cabling can be distributed via conduit and J-boxes with the data drops integrated into the furniture.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the worksurface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Telephone Communications

Provide one single data drop (jack) per table or carrel. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Signage

Required signage includes major area directional and identification sign which can be seen from the Library Entrance, OPAC Area, and Circulation Desk. This directional sign ("AV Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("AV Collections") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements include directional signs for major collection categories, such as "Videos," "Cassettes," "CDs," "DVDs," and "Audio Books". A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a

building floor directory, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "Emergency Exit Only"), changeable and permanent information signs (e.g., "Videos Circulate for One Week"), and donor recognition plaques.

ADA (Disability Requirements)

At least 5% or a minimum of one of each element of fixed seating, tables, study carrels, computer stations, etc. in each area is accessible to persons with disabilities. Aisles between bookshelves and book stacks are 44" wide minimum if they serve on both sides and 36" wide minimum if serve on one side. For major circulation path, provide minimum 60" in width.

The height of fixed or built-in worktables and counters is between 28" to 34" from finished floors. A minimum of 30"wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27" high, 30" wide and 19" deep.

Display area shall have a minimum clear aisle width of 44". Catalogs and displays should be within accessible reach with a maximum height of 48". But the lowest usable portion of catalogs must be located a minimum of 18" above the finish floor.

Provide and integrate both visual and audible alarms for emergency warning systems. Lamp of visual alarms is a xenon strobe type or equivalent. The color of light is clear and nominal unfiltered white. The maximum pulse duration of alarms are 0.2 second with a maximum duty cycle of 40 percent. The intensity of the light if 75 candela minimum and the flash rate is a minimum of 1 Hz and a maximum of 3 Hz. Mount appliances at 80" above the highest floor level within the space or 6" below the ceiling, whichever is lower.

Audible alarms shall produce a sound that exceeds the prevailing equivalent sound level in the room or space by at least 15 db or exceeds any maximum sound level with a duration of 60 seconds by 5 db, whichever is louder. But sound levels for alarm signals shall not exceed 12 db.

All aisles serving one side are a minimum of 36" in width and 44" minimum if serving both sides. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide. Corridors and hallways that are located on an accessible route and exceed 200'-0" in length must have a minimum clear width of 60" for two wheelchairs to pass parallel. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Bookshelves are located 54" high maximum above finish floor unless an attendant is available to assist individuals with disabilities.
Shelf height in open book stacks is restricted. However, attendant(s) should be provided for assistant.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
Reader's Seats			
Chair, Reader's	8	15	120
Table, Reader's	2	100	200
Shelving			
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves	12	12	144
1800 Audiobook Cassette			
Audio Cassette SF 66" Shelving Unit W/ 4 Zig-Zag Shelvs	8	12	96
945 Audio Cassette			

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
Audio CD SF 66" Shelving W/ 4 Sliding Browser Boxes	6	15	90
2250 Audio Compact Disk (CD)			
CD-ROM SF Shelving Unit W/ 4 Sliding Browser Boxes	1	12	12
200 CD-ROM			
DVD Flip File Browser	21	25	525
6600 DVD			
Video Cassette SF 66" Shelving Unit W/ 4 Divider Shelvs	12	12	144
1320 Video Cassette			

Special Purpose

Lamp, Table	4	0	0

Technology

Audio Cassette Tape Player/Recorder	2	0	0
CD Player	2	0	0
Chair, Technology Workstation	8	15	120
Computer, OPAC (On-Line Public Access) Desktop	2	10	20
Computer, Public Desktop	7	0	0
Computer, Public Desktop Spanish Language	1	0	0
DVD Player	3	0	0
Headphone, AV	10	0	0
Video Cassette Player/Recorder	3	0	0
Workstation, Technology Carrel	8	45	360

Functional Activity

This area provides space for general AV library storage.

Future Flexibility & Expandability

It is not anticipated that this area would change purpose or require expansion.

Security & Supervision

This area should have a set of double doors (or extra wide single door) for bringing bulky equipment in and out of the room and a lock on the doors will control access.

Spatial Relationships

This space should be just off the main traffic pattern extending from the library entrance and information desk into the main part of the library.

ADJACENT:
>   Adaptive Technology Visually Disabled

CLOSE:
>   AV Collection & Seating
>   Circulation Desk

AWAY:
>   Non-Fiction Collection & Seating
>   Reference Collection & Seating

Acoustics

The sound generated in this area must be dampened and not permitted to disturb any nearby library public service spaces.

Space Finishes

This area will be industrial in nature.

CEILING:
>   Exposed structure

WALLS:
>   Concrete or glazed and textured CMU, or unpainted sheet rock

FLOOR:
>   Sealed Concrete

Illumination

Interior lighting will be industrial strength fixtures that deliver a minimum of 30 foot candles at floor level.

Fenestration

No windows.

HVAC

This space will generally be a low temperature and humidity space. An individual thermostat may be desirable in order to maintain this setting.

Telephone Communications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at any workstation location; mounted on the wall 6" above the desk or 15" above the finished floor; and one standard quad communications outlet (two voice and two data) co-located with associated power on all other walls.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach

or 25" for a forward reach at accessible locations.

Signage

Sign on any door into this space that says: "AV Storage".

ADA (Disability Requirements)

Storage rooms must be accessible by a 36" aisle. A storage room requires a 36" wide door with a minimum clearance of 32". Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	UNIT EXTENDED SQFT
Technology			
Cabinet, AV Media Storage	4	30	120

FUNCTIONAL ACTIVITY

The primary function of the Browsing division is to provide space for new books to be displayed in order to increase the public's access to the library's most recently purchased books. The new book display area should provide an attractive, functional display of recent library acquisitions and also a comfortable area for patrons to examine the materials they may wish to check out.

SPATIAL RELATIONSHIPS

When patrons enter the library, they should be able to see and have immediate access to the Browsing collection. Many will enter this area, select a new book and leave the library by way of the Circulation Desk. Others will enter the library, browse in this area and then go on to other areas of the library, most notably the audio-visual and fiction collections.

Another typical pattern is for a parent to enter the library, drop their child off in the Children's Library and then return to Browsing to select a book for themselves. It is highly desirable to have the Children's Library visible and close to Browsing so that parents can keep an eye on their children's activities while they are browsing through the new books.

Patrons will also enter the library and browse in the new books display area, and then go on to the fiction collection to select additional books before returning to the circulation desk and subsequently leaving the library.

ADJACENT:
        Audio-Visual Library
        Periodicals Collection

CLOSE:
        Children's Library
        Circulation Services
        Library Entrance

****** This Division implements the following goals:

1) " People of all ages in Fontana will have the resources and services to enhance their personal, recreational, business, career and lifelong learning goals."

2) "The Fontana community will have equal access to information and resources in the Library, as well as remote access from home, school, or business."

DIVISION SPACE SUMMARY	SQFT
New Book Display	472
TOTAL:	472

Functional Activity

This area houses new library books which will be, for the most part, displayed face-out to increase their visibility and appeal to patrons. Many patrons will enter this area and browse while standing, but occasionally they will want to sit for brief periods of time to examine a book more closely. Finding a book on a subject that interests them may also stimulate them to check the library's catalog for other books on the subject, therefore it is important to have OPACs located within this space for quick reference. Overall, this space should have the appearance and feel of a retail marketing space and the shelving which houses the books should be attractive display units.

Occupancy

LOUNGE SEATS: 6

Future Flexibility & Expandability

This area may need to be expanded somewhat in the future, but it would not be a large increase in space. However, flexibility should be a goal.

Security & Supervision

This area will be supervised by the staff at the Circulation Desk. The shelving and seating in this area should be carefully arranged so as to allow views of the New Book collection from the Information Desk and Circulation Desk.

Spatial Relationships

The new book display area should be HIGHLY VISIBLE, and should be just to one side of the main traffic pattern in and out of the library. The children's library should be relatively close to the new book display area and visible from it. The new book display should be very close to the AV collections and seating since many times patrons will browse for both new books as well as new AV materials during the same visit to the library.

ADJACENT:

      AV Collections & Seating
      Current Magazines & Newspaper Display & Seating

CLOSE:

      Children's Library
      Circulation Desk
      Information Desk
      Library Entrance

AWAY:

      Non-Fiction Collection & Seating
      Reference Collection & Seating

Acoustics

This area will be fairly noisy because it is close to the circulation desk and AV collections, however, this area must begin the transition to other parts of the library which must provide a quieter atmosphere. Standard acoustical dampening strategies should be employed to help keep the noise generated in this space from spreading throughout the library.

Space Finishes

The floor finishes must be of high durability, attractive and as maintenance free as possible since they will get very heavy traffic. Walls finishes should be attractive as well as highly durable and easy to clean.

CEILING:
      Acoustical
WALLS:
      Highly durable: Sisal, vinyl or fabric wall covering
FLOOR:
      Carpet Tile

Illumination

Provide 30 foot candles vertically at 30" above the floor in book display shelving. Make certain that the lighting is even on the display unit from one end of a range to the other as well as from the top of the unit to the bottom as much as possible. The use of accent lighting to highlight this area is encouraged to help draw patrons to this area as long as it is appropriate and doesn't create glare (consider light units built into the shelving). Provide high quality, non-glare light in the seating areas for reading books as well as viewing computer screens (OPACs, etc.).

Fenestration

Natural light is highly desirable in this space.

Electrical

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

Data Communications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at each of the OPAC locations.

Telephone Communications

Provide one single data drop (jack) per table or carrel. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Signage

Required signage includes major area directional and identification sign which can be seen from the Library Entrance, OPAC Area, and Circulation Desk. This directional sign ("New Books" or "Browsing Area") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("New Books" or "Browsing Area") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

ADA (Disability Requirements)

At least 5% or a minimum of one of each element of fixed seating, tables, study carrels, computer stations, etc. in each area is accessible to persons with disabilities. Aisles between bookshelves and book stacks are 44" wide minimum if they serve on both sides and 36" wide minimum if serve on one side. For major circulation path, provide minimum 60" in width.

The height of fixed or built-in worktables and counters is between 28" to 34" from finished floors. A minimum of 30"wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27" high, 30" wide and 19" deep.

Display area shall have a minimum clear aisle width of 44". Catalogs and displays should be within accessible reach with a maximum height of 48". But the lowest usable portion of catalogs must be located a minimum of 18" above the finish floor.

Provide and integrate both visual and audible alarms for emergency warning systems. Lamp of visual alarms is a xenon strobe type or equivalent. The color of light is clear and nominal unfiltered white. The maximum pulse duration of alarms are 0.2 second with a maximum duty cycle of 40 percent. The intensity of the light if 75 candela minimum and the flash rate is a minimum of 1 Hz and a maximum of 3 Hz. Mount appliances at 80" above the highest floor level within the space or 6" below the ceiling, whichever is lower.

Audible alarms shall produce a sound that exceeds the prevailing equivalent sound level in the room or space by at least 15 db or exceeds any maximum sound level with a duration of 60 seconds by 5 db, whichever is louder. But sound levels for alarm signals shall not exceed 12 db.

All aisles serving one side are a minimum of 36" in width and 44" minimum if serving both sides. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide. Corridors and hallways that are located on an accessible route and exceed 200'-0" in length must have a minimum clear width of 60" for two wheelchairs to pass parallel. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Bookshelves are located 54" high maximum above finish floor unless an attendant is available to assist individuals with disabilities.

Shelf height in open book stacks is restricted. However, attendant(s) should be provided for assistant.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	UNIT EXTENDED SQFT
Reader's Seats			
Chair, Lounge	6	35	210
Table, Reader's	1	100	100
Shelving			
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves	9	18	162
539 New Books			

FUNCTIONAL ACTIVITY

The primary function of the children's library is to provide library books for children and juveniles up to 12 years of age. This area must be exciting and interesting to young children. The children's staff gives guidance in the choice of books and AV materials, presents story hours, AV programs, and provides activities for the creation and display of children's crafts. The staff's primary job is to introduce children to the pleasures of reading and listening to stories.

The architect and interior designer are encouraged to develop a motif out of children's literature that will spark the imagination of the children using the library. The children's library is not just a scaled down adult library, nor is it desirable to have children view it as a romper room. A balance must be struck which will encourage children to have fun by developing an interest in books, reading, and information seeking skills, but not create an inflexible interior arrangement which children can hurt themselves in or which limits the long term flexibility of the space.

SPATIAL RELATIONSHIPS

Children should not have to traverse any part of the adult library to get to the entrance of the children's library. The entrance to the children's library should be just inside the security system and very near the circulation desk. When children and parents come out of the Children's Library, they should literally run into the circulation desk. This relationship will facilitate the circulation of children's books.

The entrance to the children's library should be very close to Browsing and the AV Library as well. This will allow parents to browse for new books and AV materials and still keep a watch on their children in the Children's Library.

CLOSE:

> Audio-Visual Library
> Browsing
> Circulation Services
> Library Entrance

AWAY:

> Non-Fiction Collection
> Reference Services
> Young Adult Services

****** This Division implements the following goals:

1) " People of all ages in Fontana will have the resources
       and services to enhance their personal, recreational,
       business, career and lifelong learning goals."

2) "The Children and Young Adults of Fontana will have
       the resources and services they require to augment
       their educational needs."

DIVISION SPACE SUMMARY	SQFT
Children's AV Collection & Seating	941
Children's Collection & Seating	2,174
Children's Desk	264
Children's Office	142
Children's OPAC & Entrance	760
Children's Preschool Play Area	210
Children's Program Area	1,026
Children's Reference Collection & Seating	759
Children's Rest Room	N/A
Children's Workroom	368
Custodial Sink & Supply Closet	85
Homework Club	620
Juvenile Collection & Seating	2,819
L.I.T.E. Center	965
L.I.T.E. Office	221
Study/Tutoring Room "A"	120
Study/Tutoring Room "B"	175
Study/Tutoring Room "C"	150
Study/Tutoring Room "D"	150
Technology Areas	530
TOTAL:	**12,479**

Functional Activity

This space will house the audio-visual collections for children and juveniles. Portions of the collections may be displayed face-out in an attractive manner and should be highlighted to attract children and parents. Media may be checked-out for use at home or may be used in the library at viewing and listening stations.

Occupancy

TECHNOLOGY WORKSTATIONS: 8
CHILDREN LOUNGE: 6
ADULT LOUNGE: 7

Future Flexibility & Expandability

This area may need to be expanded, or a different function placed here. Flexibility should be a goal and a potential expansion plan would be wise.

Security & Supervision

The staff at the Children's Desk will supervise this area. The shelving and seating in this area should be carefully arranged so as to allow views of all parts of the AV collection from the Children's Desk.

Spatial Relationships

The AV Collections should be immediately visible upon entering the Children's Library.

CLOSE:

Children's Desk
Children's PACE & Entrance

Acoustics

This will be a very noisy area, and usually happily so, however an effort should be made to keep the noise generated in this space from spreading throughout the children's library. Since the children's library in general tends to be a noisy area, any and all acoustical methods that can be utilized to reduce sound transmission will be welcomed.

Space Finishes

The floor finishes must be stain resistant, dirt repellant, durable, colorful, child-resistant and as maintenance free as possible. Wall finishes should be mark resistant, highly durable and easy to clean. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile. To reduce the possibility of injury to children, there should be no sharp edges or corners. Walls and columns require corner guards.

CEILING:

Acoustical tile

WALLS:

Vinyl or Fabric with tackable panels for sound absorption and display;
Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted); Tile or vinyl around any water fountains

Illumination

Provide 30 foot candles vertically at 30" above the floor in AV display shelving. Lighting must be evenly distributed on the display unit from one end of a range to the other and from the top to the bottom of the unit. While it is important to highlight the AV materials on the display shelving, the lighting must not create glare on the materials.

The light in this space must be warm and help reduce the scale of the space; but most importantly it must attract children and their parents to the AV displays. Consider use of neon for signage or generally to make the space interesting to children. Provide high quality, non-glare light for viewing TV and computer screens. Lighting should be zoned so that a

portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Fenestration

No windows are needed.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Data Communications

Provide one single data drop (jack) for every audio-visual enabled carrel. Outlets can be wall-mounted at 6" above the carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes accommodating two, four or more drops (jacks). Alternatively the data cabling can be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor. If there is additional audio-visual equipment, power receptacles will be required.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for a side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Signage

Required signage includes a major area directional and identification sign which can be seen from the Children's Entrance, Children's OPAC Area, and Children's Desk.

Signage requirements include directional signs for major collection categories, such as "Videos," "Cassettes," and "Media Kits." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

ADA (Disability Requirements)

At least 5% or a minimum of one of each element of fixed seating, tables, study carrels, computer stations, etc. in each area is accessible to persons with disabilities. Aisles between bookshelves and book stacks are 44" wide minimum if they serve on both sides and 36" wide minimum if serve on one side. For major circulation path, provide minimum 60" in width.

The height of fixed or built-in worktables and counters is between 28" to 34" from finished floors. A minimum of 30" wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27" high, 30" wide and 19" deep.

Display area shall have a minimum clear aisle width of 44". Catalogs and displays should be within accessible reach with a maximum height of 48". But the lowest usable portion of catalogs must be located a minimum of 18" above the finish floor.

Provide and integrate both visual and audible alarms for emergency warning systems. Lamp of visual alarms is a xenon strobe type or equivalent. The color of light is clear and nominal unfiltered white. The maximum pulse duration of alarms are 0.2 second with a maximum duty cycle of 40 percent. The intensity of the light if 75 candela minimum and the flash rate is a minimum of 1 Hz and a maximum of 3 Hz. Mount appliances at 80" above the highest floor level within the space or 6" below the ceiling, whichever is lower.

Audible alarms shall produce a sound that exceeds the prevailing equivalent sound level in the room or space by at least 15 db or exceeds any maximum sound level with a duration of

60 seconds by 5 db, whichever is louder. But sound levels for alarm signals shall not exceed 12 db.

All aisles serving one side are a minimum of 36" in width and 44" minimum if serving both sides. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide. Corridors and hallways that are located on an accessible route and exceed 200'-0" in length must have a minimum clear width of 60" for two wheelchairs to pass parallel. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Bookshelves are located 54" high maximum above finish floor unless an attendant is available to assist individuals with disabilities.
Shelf height in open book stacks is restricted. However, attendant(s) should be provided for assistant.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
Reader's Seats			
Chair, Child's Lounge	6	20	120
Chair, Lounge	7	35	245
Table, End	4	10	40
Shelving			
Audio Cassette SF 66" Shelving Unit W/ 4 Zig-Zag Shelvs	3	12	36
300 Audio Cassette			
Audio CD SF 66" Shelving W/ 4 Sliding Browser Boxes	2	12	24
390 Audio Compact Disk (CD)			
CD-ROM SF Shelving Unit W/ 4 Sliding Browser Boxes	1	12	12
200 CD-ROM			
DVD SF Shelving Unit W/ 4 Sliding Browser Boxes	8	15	120
2720 DVD			
Video Cassette SF 66" Shelving Unit W/ 4 Divider Shelvs	2	12	24
118 Video Cassette			
Technology			
CD/Cassette Tape Player	2	0	0
Chair, Technology Workstation	8	0	0
Computer, OPAC (On-Line Public Access) Desktop	2	0	0
Computer, Public Desktop	5	0	0
Computer, Public Desktop Spanish Language	1	0	0
DVD Player	4	0	0
Headphone, AV	8	0	0
Video Cassette Player/Recorder	1	0	0
Workstation, Technology Carrel	8	40	320

Functional Activity

This area of the children's library houses the print collections for young children. The collections consist primarily of picture books, easy readers, and award winning books. There will also be space for seating for both young children and their parents. Young children with the assistance of the library staff and their parents will select reading materials. Parents will frequently sit down and read books together with their children. The library staff will assist young readers in this area by finding books on specific subjects or at appropriate reading levels.

Occupancy

READER SEATS: 44

Future Flexibility & Expandability

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, while a potential expansion plan would be wise.

Security & Supervision

Children's Desk staff will supervise this area. To the extent possible, all areas of this space should be easily viewable from the desk.

Spatial Relationships

The children's collection and seating area needs to be adjacent to the children's desk so that staff can supervise and assist young children. This space should be close to and visible from the children's entrance.

ADJACENT:
    Juvenile Collection & Seating
    Children's Desk

CLOSE:
    Children's Preschool Play Area
    Children's Program Area
    L.I.T.E. Center

PROXIMITY:
    Children's OPAC & Entrance
    Children's Rest Room

Acoustics

This will be a highly noisy area. Standard acoustical dampening strategies must be utilized.

Space Finishes

This space should be colorful and playful and should be designed around a theme that is appropriate for young children. The floor finishes must be of high durability, colorful, child-resistant and as maintenance free as possible. Walls finishes should be highly durable and easy to clean. Finishes must be friendly and warm (e.g., colorful plastics and laminates are preferred to stone or tile).

CEILING:
    Acoustical

WALLS:
    Vinyl or Fabric w/ acoustical panels behind for sound absorption.

FLOOR:
    Carpet Tile

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Make certain that the lighting is even in the bookstack from one end of a range to the other as well as from the top of the bookstack to the bottom as much as possible. Provide non-glare and shadowless light within the aisles for an even distribution of light to make reading book spines and books

in the stacks easy. Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading books as well as viewing computer screens (OPACs, portable computers etc.). The light must be warm and help reduce the scale of the space. Any display cases must have an internal light.

Fenestration

Some natural light is highly desirable.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Data Communications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above finished floor for forward reach access and no less than 9" above finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Telephone Communications

Provide one single data drop (jack) per table or carrel. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Signage

One large sign which says: "Children's Books", and smaller signs which say: "Picture Books" & "Easy Books." All signage should be visible from the children's entrance, OPAC's and desk.

ADA (Disability Requirements)

At least 5% or a minimum of one of each element of fixed seating, tables, study carrels, computer stations, etc. in each area is accessible to persons with disabilities. Aisles between bookshelves and book stacks are 44" wide minimum if they serve on both sides and 36" wide minimum if serve on one side. For major circulation path, provide minimum 60" in width.
The height of fixed or built-in worktables and counters is between 28" to 34" from finished floors. A minimum of 30"wide x 48" deep clear floor space under these tables and counters must be provided. Knee clearance at such tables, counters and work surfaces is at least 27" high, 30" wide and 19" deep.

Display area shall have a minimum clear aisle width of 44". Catalogs and displays should be within accessible reach with a maximum height of 48". But the lowest usable portion of catalogs must be located a minimum of 18" above the finish floor.

Provide and integrate both visual and audible alarms for emergency warning systems. Lamp of visual alarms is a xenon strobe type or equivalent. The color of light is clear and nominal unfiltered white. The maximum pulse duration of alarms are 0.2 second with a maximum duty cycle of 40 percent. The intensity of the light if 75 candela minimum and the flash rate is a minimum of 1 Hz and a maximum of 3 Hz. Mount appliances at 80" above the highest floor level within the space or 6" below the ceiling, whichever is lower.
Audible alarms shall produce a sound that exceeds the prevailing equivalent sound level in the room or space by at least 15 db or exceeds any maximum sound level with a duration of 60 seconds by 5 db, whichever is louder. But sound levels for alarm signals shall not exceed 12 db.

All aisles serving one side are a minimum of 36" in width and 44" minimum if serving both sides. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide. Corridors and hallways that are located on an accessible route and exceed 200'-0" in length must have a minimum clear width of 60" for two wheelchairs to pass parallel. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Bookshelves are located 54" high maximum above finish floor unless an attendant is available to assist individuals with disabilities.
Shelf height in open book stacks is restricted. However, attendant(s) should be provided for assistant.

Furniture and Equipment

Description of Furniture & Equipment Units	UNIT QTY	UNIT SQFT	EXTENDED SQFT
Reader's Seats			
Chair, Child's	44	0	0
Table, Children's	4	80	320
Table, Children's Slant Top	3	90	270
Shelving			
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves	17	24	408
6006 Children's Easy Readers			
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves	47	12	564
8406 Children's Spanish Language			
36" Aisle SF 60"H Steel Shelving W/ 4 Shelves	34	18	612
8002 Children's Picture Books			